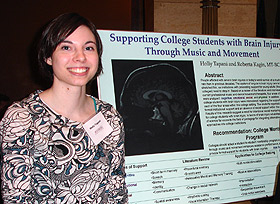
**2014 URGO** **Summer Research Program**

***An on-campus summer research program for Augsburg College undergraduates***





**Application Deadline:**

**Phase 1: Monday, February 3rd 4:00 p.m.**

**Phase 2: Monday, February 24th 4:00 p.m.**

*URGO: The Office of Undergraduate Research & Graduate Opportunity*

*Augsburg College, Minneapolis MN*

**Overview of Application**

1. **Student Researcher Information page 3-6**
   1. Eligibility
   2. Research Options
   3. Time Commitment and Expectations
   4. Compensation
   5. Jobs, Volunteer Activities, and Summer Coursework in Addition to Research
   6. Housing Stipend
2. **Faculty Mentor Information page 6-7**
   1. Responsibilities
   2. Compensation
3. **The Application Process page 7-9**
   1. Research/Scholarship/Creative Activity Defined
   2. Selecting a Faculty Mentor
   3. Selecting a Research/Creative Project
   4. Research Supply Funds
   5. Sample Proposals
   6. Application Submission & Deadline
   7. The Selection Process & Award Notification
   8. Frequently Asked Questions

**The 2014 URGO Summer Research Application is available at** [**www.augsburg.edu/urgo**](http://www.augsburg.edu/urgo)

Questions? Contact Kirsten O’Brien

Administrative Assistant: [obrienk@augsburg.edu](mailto:obrienk@augsburg.edu), 612-330-1446

1. **Student Researcher Information**
2. **Eligibility**

Applicant must:

* Be a full-time Augsburg student (currently taking ≥ 12 credits per semester) in the undergraduate program
* Have completed at least one year of undergraduate study and have at least one semester of full-time study (≥ 12 credits under the new credit system) remaining after the completion of summer research
* Have a minimum GPA of 3.0 (lower GPAs are considered on a case-by-case basis)
* Have an interest in graduate or professional study
* *Not* havepreviously participated in the URGO Summer Research Program\* or the McNair Scholars Program.

*\*Note: The new 100-hour Research Assistants remain eligible for research options 1 and 2 in the future.*

1. **Research Options**

Option 1: Professor and Student-Generated Project (full or half-time positions)

A professor and student(s) collaborate on the development of a proposal that describes the student’s role within a professor’s ongoing research or creative activity. Students must be prepared academically to help move the faculty member’s work forward over the summer.

Option 2: Student-Generated Project (full or half-time positions)

The student approaches a professor with a research question that the student would like to investigate. This question should likely grow out of a course or a series of courses in the student’s field of study as well as that of the professor. Preferably, though not necessarily, the student would seek out a professor with whom she has previously taken a course or courses in an area germane to the problem she seeks to pursue. The professor helps to shape the research question, develop the proposal, and guide the subsequent research.

New! Option 3: Research Assistantship (100 hours)

A professor with an ongoing line of research or creative activity determines what research tasks to assign to the student. Students most likely will not see a project from start to finish, but rather will contribute to a particular aspect of a professor’s ongoing research. **To maximize time spent on the project, these students will not participate in URGO summer programming.** The faculty mentor and student together decide how to allocate the 100 hours. Research will ideally be done by August 1st, but if the research needs to go into August, please explain this in the application. Students who complete this option may apply for research options 1 or 2 in the future.

1. **Time Commitment and Expectations**
   1. **Expectations for Research Options 1 and 2**

Students applying for research option 1 or 2 must choose a full-time or half-time project at the time of application. No changes will be allowed after the February 24th deadline**.** Note that it is recommended for a student to complete the full-time research opportunity as it is a more comprehensive experience.

*All projects (and required research hours) must conclude by Friday, August 1st.*

Full-Time Research (400 hours)

**Students are required to:**

* Participate in *at least* 40 hours/week of research and programming for ten weeks (May 27th-August 1st)
* Participate fully in all URGO-related functions and programs throughout the summer
* Attend the URGO Summer Research orientation session
* Meet as needed with assigned library mentor
* Submit weekly progress reports to faculty mentors
* Meet weekly (and in some cases daily) in-person with research mentor
* Meet with other URGO researchers weekly for roundtables, luncheons, and the Speaker Series
* Attend ALL summer research presentations the week of July 28th
* Attend the evening picnic in June
* Submit a final product by noon on Friday, August 1st
* Complete a program evaluation
* Attend the End-of-Summer Luncheon on Friday, August 1st
* Present projects at *Zyzzogeton*, Augsburg’s annual scholarship fair in April 2015

Half-Time Research (200 hours)

Mentor-mentee teams who choose this option are free to determine the number of hours worked each week as long as the overall total of hours reaches 200 by August 1st. For example, some teams might decide to work half-time (20 hours per week) for the ten weeks to arrive at 200 hours and a final product; others might decide to work full time (40 hours per week) for five weeks; still others might choose another combination of days and times that fit individual schedules and the nature of the project. The student, professor, and URGO will decide prior to summer which URGO-related functions and programs the student will be expected to attend, choosing a minimum of half, with the intent of serving the student as well as the program.

**Students are required to:**

* Conduct 200 hours of research between May 27th – August 1st
* Participate in at least half of the URGO-related functions and programs throughout the summer (e.g. roundtable, Speaker Series, luncheons)
* Attend the URGO Summer Research orientation session
* Meet as needed with assigned library mentor
* Submit weekly progress reports to faculty mentors for each week of research conducted
* Meet in-person with research mentor as necessary
* Attend ALL summer research presentations the week of July 28th
* Submit a final product by noon on Friday, August 1st
* Attend the End-of-Summer Luncheon on Friday, August 1st
* Complete a program evaluation
* Present projects at *Zyzzogeton*, Augsburg’s annual scholarship fair in April 2015
  1. **Expectations for Research Option 3**

Research Assistants (100 hours)

Mentor-mentee teams who choose this option are free to determine the number of hours worked each week as long as the overall total of hours reaches 100. For example, some teams might decide to work 10 hours per week for ten weeks to arrive at 100 hours; others might choose another combination of days and times that fit individual schedules and the nature of the project. Teams may begin research as early as May 5th. Research will ideally be done by August 1st, but if the research needs to go into August, please explain this in the application.

**Students are required to:**

* Conduct 100 hours of research between May 5th - August 1st (unless project has been approved to extend to August 31st)
* Attend URGO Summer Research orientation session
* Meet in-person with research mentor as necessary
* Meet with URGO staff once for advising
* Submit a progress report at halfway point
* Submit a final research report by noon on Friday, August 1st (unless project has been approved to extend to August 31st)

1. **Compensation**

Payments are made periodically throughout the summer, provided that sufficient progress towards research objectives is being made.

**Full-time:** $4,000 research stipend for 400 hours of work

**Half-time:** $2,000 research stipend for 200 hours of work

For full or half-time researchers, eight hundred dollars (or $400 for half-time researchers) is contingent upon the submission and approval of the final product; the final $100 (or $50 for half-time researchers) is contingent upon participation in *Zyzzogeton,* Augsburg’s annual scholarship fair in April 2015.

**Research Assistantship:** $1,000 for 100 hours of work

Research Assistants will receive $500 at the completion of 50 hours and the progress report, and $500 after 100 hours and the completion of the final research report.

1. **Jobs, Volunteer Activities and Summer Coursework in Addition to Research**

*Full-time researchers*: summer research is a full-time job and must be the student’s first priority; all outside commitments during the ten weeks **should not interfere with your ability to complete 40 hours per week of research and the required URGO programming.**

*Half-time researchers*: all outside jobs, summer coursework, and volunteer commitments during the ten weeks **should not interfere with your ability to complete 200 hours of research and the required URGO programming.**

*Research Assistants:* all outside jobs, summer coursework, or volunteer commitments **should not interfere with your ability to complete 100 hours of research and adhere to the timeline established with your faculty mentor.**

1. **Housing Stipend (full-time researchers only)**

Students choosing to live on campus during the summer should contact the residence life office to secure housing. This year, if the housing stipend is available, the College will provide a housing credit to students conducting full-time research, contingent upon the completion of the summer research program and submission of a final product. The College administration will announce the availability of this housing credit prior to summer research. For the past five years, the credit has been around $800.

1. Faculty Mentor Information
2. **Responsibilities (for research options 1 and 2 only)**

Thank you for considering being a mentor. The URGO summer program cannot be successful without the care and expertise of faculty mentors. Below you will find an URGO mentor’s responsibilities.

* Provide close supervision and support (**no less than two hours** **of face time per week**; **be readily accessible by e-mail and phone)**. Most mentors report spending considerably more than two hours in person per week with students
* Be on campus or available all ten weeks (talk to Dixie before beginning the application if this is not possible)
* If IRB (Institutional Review Board) approval is required (typically if study involves human subjects), walk mentee through the IRB approval process prior to the start of summer research
* Attend a mentor orientation in May
* Educate and develop novice researchers
* Ensure that students are making adequate weekly progress; review and approve weekly progress reports and send to URGO Moodle site every week of research
* Provide clear feedback about performance
* Attend weekly lunches as able
* Complete program and student evaluations
* Read, edit, and approve the mentee’s final product
* Attend mentee’s oral presentation (the week of July 28th) and ideally additional presentations
* Attend End-of-Summer Luncheon on Friday, August 1st

1. **Faculty Mentor Compensation**

Full-time faculty mentors receive a stipend of $1,000 per mentee, paid once the student’s final product is approved by the mentor and URGO.

Half-time faculty mentors receive a stipend of $500 per mentee, paid once the student’s final product is approved by the mentor and URGO.

Research Assistant faculty mentors (supervising those working 100) do not receive a stipend.

1. The Application Process
2. **Research/Scholarship/Creative Activity Defined**

Student “scholarly research” may be disciplinary or interdisciplinary in nature. “Scholarly research” is defined as any type of scholarly investigation or work that is original in nature. It should produce knowledge, a product, or an outcome that makes an original contribution to its area. **Research and scholarship** **may be conducted in all disciplines**. Research may be qualitative or quantitative in nature, or may use any other methodology that is typical of the discipline in which the student is working.

1. **Selecting a Faculty Mentor**

In order to apply to the URGO Summer Research Program, students must have the support of a faculty mentor. Most often, the faculty mentor will be someone in the student’s discipline. Students should make appointments to talk to faculty members about what research is currently going on in the department to determine faculty availability over the summer. Please be mindful that faculty members can only mentor a limited number of students and not all faculty members are available to serve as mentors. It may be of benefit to talk to multiple faculty members when seeking a mentor.

On rare occasions if a student cannot find, after an exhaustive search (i.e., speaking with every member of your department, talking to other departments that are working in areas relevant to your discipline or future plans) one may have the option to locate a mentor and a project at the U of M or an ACTC college. Students considering this option must have a strong academic record, be able to work well independently, and have stellar recommendations from Augsburg faculty members. Before pursuing this option, you must meet with URGO Director, Dixie Shafer.

1. **Selecting a Research/Creative Project**

Ten weeks @ 40 hours a week (or 200 hours for half-time) is—surprisingly—not much time to carry out one’s own individually designed project; therefore, **students are encouraged to join a faculty member’s existing project.** Often you can work on an offshoot of the faculty member’s ongoing research/creative line.

1. **Research Supply Funds**

There are additional funds available for research supplies for half- and full-time student researchers. Supply funds are not allocated until the start of the research season and the amount varies by project, need, and budget.

1. **Sample Proposals**

Sample proposals that were funded in the past are available in the URGO public folder.

1. **Application Submission & Deadline**

Phase 1: All students interested in summer research must submit **a hard copy** of the phase 1 application, signed by their faculty mentor, to the URGO office (152 Science Hall) by 4:00 p.m. on Monday, February 3rd. **Phase 1 of the application must be submitted on time for the project to be considered.**

Phase 2: Mentors must forward phase 2 of the application to [urgo@augsburg.edu](mailto:urgo@augsburg.edu) by 4:00 p.m. on Monday, February 24th**. This is a strict deadline**. Proposals turned in past the deadline will not be considered. **Be sure to select the application for phase 2 that corresponds with the research option you choose.**

1. **The Selection Process & Award Notification**

Proposals will be reviewed by the Director of URGO and the URGO Summer Research Selection Committee which is comprised of faculty members from a variety of disciplines. Applicants will be notified via email about the decision by mid-March.

URGO Summer Research Selection Committee Members: David Crowe (biology), Stella Hofrenning (economics), Peter Hendrickson (music), David Matz (psychology), Eileen Uzarek (health and physical education), Jennifer Bankers-Fulbright (biology), Bob Cowgill (English), Colin Irvine (English), Joan Kunz (chemistry), Melissa Hensley (social work), and Dixie Shafer (URGO).

1. **Frequently Asked Questions**

* *Does URGO summer research fulfill the Honors Program research requirement?*

For specific requirements, contact the Honors Program desk: [honors@augsburg.edu](mailto:honors@augsburg.edu).

* *Does URGO fund research done outside the U.S.?*

No. Students are funded for conducting research on campus during the summer.

* *Are there funds to pay for supplies?*

Yes and no. Supply funds are available for half and full-time researchers. Supply funds are allocated at the start of the research season and the amount varies by project, need, and budget. Due to limited funds, however, there are no supply funds available for the research assistantships.

* *How do I think of a research question?*

See section C: “Selecting a Research/Creative Project.”

* *Can I apply if I am a freshman? Or a graduating senior?*

Applicants must have completed at least one year of undergraduate study by the start of summer research and have at least one semester of full-time study remaining after the completion of summer research.

* *Does URGO fund research in the creative arts?*

Yes. URGO supports research and scholarship in all academic disciplines, including the areas of the visual, studio, performing arts and creative writing.

* *I was an URGO summer researcher last summer; can I apply again?*

Students who worked as 100-hour Research Assistants in past summers are eligible. However, students who have been funded as full-time or half-time researchers are ineligible. McNair Scholars are also ineligible.

* *I had an URGO Academic Year Research Grant; can I apply in the summer?*

Yes. Students who have conducted research during the academic year are eligible for summer research.

* *Can I take a summer course during URGO summer research?*

Taking coursework is not recommended if you are applying for full-time research.

* *Can I submit more than one application?*

Students can submit only one application.

* *As a faculty member, if all of my students are working on the same project, can they turn in just one application?*

No. Each student must submit their own application.

**The 2014 URGO Summer Research Application is available at** [**www.augsburg.edu/urgo**](http://www.augsburg.edu/urgo)**.**

**Questions? Contact URGO at urgo@augsburg.edu or 612-330-1446**