**2016 URGO** **Summer Research Program**

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





**Application Deadline:**

**Phase 1: Tuesday, February 2nd 4:00 p.m.**

**Phase 2: Tuesday, February 23rd 10 p.m.**

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

*Augsburg College, Minneapolis MN*

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**The 2016 URGO Summer Research Application is available at** [**www.augsburg.edu/urgo**](http://www.augsburg.edu/urgo)

Questions? Contact Kirsten O’Brien

Program Associate: obrienk@augsburg.edu, 612-330-1446

1. **Getting Started**
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.

*Creative Activity*

Research conducted as part of a creative project should be integral either to the process of artistic creation or necessary to the end product itself, as well as contribute to aesthetic or practical knowledge of the artistic field or medium in which the student is working. Students proposing a creative project should take care to show how their project depends on research, and explain how the research will enhance and deepen the creative activity.

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. **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)
* *Not* havepreviously participated in the URGO Summer Research Program\* or the McNair Scholars Program.

*\*Note: The 100-hour Research Assistants remain eligible for URGO summer research in the future. However, once you have done the URGO Summer Research Program, you are no longer eligible for either summer research option.*

1. **Research Options**

Option 1: URGO Summer Research Program (full or half-time positions)

**Students are encouraged to join a faculty member’s existing project or develop a project within the faculty’s area of expertise.** Students and faculty mentors may collaborate on the development of a proposal that describes the student’s role within a professor’s ongoing research or creative activity, or may develop a new project in which the professor helps to shape the research question, develop the proposal, and guide the subsequent research. We highly encourage projects that support faculty lines of research.

Option 2: 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 should be completed by August 26th. Students who complete this option may apply for the URGO Summer Research Program in the future.

1. **Time Commitment and Expectations**
	1. **Expectations for URGO Summer Research Program**

Students applying for the URGO Summer Research Program must choose a full-time or half-time project at the time of application. No changes will be allowed after the February 23rd 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, July 22nd.*

Full-Time Research (400 hours)

**Students are required to:**

* Participate in *at least* 40 hours/week of research and programming for ten weeks (May 16th – July 22nd)
* 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
* Meet weekly (and in some cases daily) in-person with research mentor
* Attend all URGO seminars and Speaker Series
* Be present for all sessions of URGO Summer Research Conference the week of July 18th
* Submit a final product by noon on Friday, July 22nd
* Complete a program evaluation
* Present projects at *Zyzzogeton*, Augsburg’s annual scholarship fair in April 2017

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 July 22nd. 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 16th – July 22nd
* Participate in at least half of the URGO-related functions and programs throughout the summer (e.g. seminars, Speaker Series, social events)
* Attend the URGO Summer Research orientation session
* Meet as needed with assigned library mentor
* Meet in-person with research mentor as necessary
* Be present for all sessions of URGO Summer Research Conference the week of July 18th
* Submit a final product by noon on Friday, July 22nd
* Complete a program evaluation
* Present projects at *Zyzzogeton*, Augsburg’s annual scholarship fair in April 2017
	1. **Expectations for Research Assistantship (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 2nd. Research should be completed by August 26th.

**Students are required to:**

* Conduct 100 hours of research between May 2nd – August 26th
* Meet in-person with research mentor as necessary
* Submit a progress report at halfway point
* Submit a final research report by noon on Friday, August 26th
1. **Compensation**

Payments are made periodically throughout the summer. Payment is dependent on sufficient progress towards research objectives and meeting the participation expectations above.

**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, seven hundred dollars (or $300 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 2017.

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

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

1. **Housing Stipend (full-time researchers living on campus 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 and amount of this housing credit prior to summer research.

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. **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 and/or vacations during the ten weeks **should not interfere with your ability to complete 40 hours per week of research and the required URGO programming.**  **Outside employment and summer courses are discouraged.**

*Half-time researchers*: all outside jobs, summer coursework, vacations, 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. URGO Summer Research Program Faculty Mentor Information
2. **Responsibilities**

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 (please 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
* Educate and develop novice researchers
* Ensure that students are making adequate weekly progress
* Provide clear feedback about performance
* Complete program and student evaluations
* Read, edit, and approve the mentee’s final product
* Attend mentee’s oral presentation (the week of July 18th) and ideally additional presentations
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

**A. 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 Tuesday, February 2nd. **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 by 10 p.m. on Tuesday, February 23rd**. 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.**

**B. Sample Proposals**

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

**C. 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), Pavel Belik (mathematics), Jennifer Bankers-Fulbright (biology), Bob Cowgill (English), Joan Kunz (chemistry), Melissa Hensley (social work), Kirsten O’Brien (URGO), 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.

* *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 1C: “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. Students proposing a creative project should take care to show how their project depends on research, and explain how the research will enhance and deepen the creative activity.

* *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.

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