2017 Summer Research Internship
McNair Scholar Handbook
I. PROGRAM DESCRIPTION

The UNI McNair Scholars Program provides enriching scholastic experiences that prepare eligible scholars for doctoral education. To accomplish this, the program gives participating scholars the unique opportunity to develop the highest level of academic and research skills needed for admission to and completion of Ph.D. programs. Although McNair Scholars are eligible for services only until they complete their baccalaureate degrees, the McNair staff continues to support scholars by providing moral support, advice, and guidance to all McNair Alumni throughout their graduate years and into their professional endeavors.

Research is “the diligent and systematic inquiry into a subject in order to discover or revise facts, theories, etc.” (Webster’s Collegiate Dictionary, 1995). Research is becoming more important and increasingly integrated into undergraduate education curricula, so the UNI McNair Scholars Program provides enriching research experiences to its participants. McNair Scholars are encouraged to conduct research at least 10 hours a week during the fall and spring semesters and 35-40 hours a week for 9 weeks during the Summer Research Internship.

McNair Summer Research Internship

A major component of the McNair Scholars Program is the Summer Research Internship, which takes place during the summer (June through early August) between the junior and senior year. Scholars, who may receive a stipend of as much as $2,800, are encouraged to participate in this aspect of the program, as it is crucial to developing their research skills in preparation for graduate study. McNair research interns are encouraged to pursue, with the help of their mentors, the possibility of publishing their research papers in an academic (peer-reviewed) journal.

The foundation for a successful summer of mentored research must be laid during the spring semester prior to the summer internship. Scholars and mentors jointly formulate the actual research thesis and project design. In the spring, research interns meet several times with program staff to help them start the research process and review the requirements of the summer internship. The McNair program provides research interns with general research guidance and with summer internship policies and procedures to help them prepare for the experience.

McNair staff make every effort to inform Scholars (and their mentors) planning to conduct research on human or animal subjects of the need to meet the requirements of the UNI Institutional Review Board (IRB), which may have to approve research plans before interns may begin their work.
II. LOGISTICS, POLICIES AND PROCEDURES

Dates  
June 5 – August 4, 2017
The 2017 University of Northern Iowa McNair Summer Research Internship officially begins on June 5, 2017 and continues through August 4, 2017, although some scholars may begin earlier by special arrangement.

Mentor Selection
The initial and most important step of the research experience is selecting a faculty mentor. McNair staff and the following guidelines will assist scholars with this process. Scholars must discuss their progress and seek the Director’s approval before making a final decision about a faculty mentor. The faculty mentor should be carefully selected so that their own research interests and expertise coincide with the scholar’s interests and career goals. A list of former SRI mentors appears on the UNI McNair website. These individuals can be valuable resources in your search for a mentor.

Occasionally, multiple mentors are accepted. Similarly, if circumstances provide, more than one scholar can work with the same mentor, and/or on the same research project. A thorough investigation of one’s options is critical to ensuring a mutually beneficial and satisfying relationship. Scholars will want to consider working with someone who is willing and able to dedicate adequate time to guide the project, and someone whose personality is compatible. It is advantageous for scholars if the mentor is willing to offer recommendations and insights related to being successful in graduate school.

The scholar should contact a prospective mentor by telephone or email and set up a mutually convenient time for a conversation. Note to scholars: Remember that proper behavior and attire are important for a first impression.

During the interview:
→ Review the required forms together to become familiar with the components of the Summer Research Internship.
→ Discuss expectations such as duties, hours, behaviors, and goals.
→ Determine whether or not schedules are compatible and goals are realistic.
→ Determine whether or not both parties will be able to “get along.”
→ Ask questions that will make the expectations clear such as “Do I punch a time clock”, “What is the best way to contact you?” “Is there a dress code?” “Can you guide me to write and present a PowerPoint presentation?” The Scholar should not make assumptions regarding expectations. Discussion and clear directions will help avoid confusion and misunderstanding.
Scholars should be prepared to discuss and/or present information such as current GPA and previous research experiences, including research, presentations, etc.

Mentors should identify specific skills required and mandatory assignments that the scholar must complete.

When the scholar and the mentor are satisfied that a working relationship can be established complete the Mentor & Scholar Agreement and return it to the McNair Scholars Program Office.

Remember that McNair Scholars Program Office reserves the right to terminate any Summer Research Internship at any time for non-compliance with Program policies or for reasons determined by the McNair Scholars Program Director.

The Ideal Faculty Mentor
A scholar should look for the following characteristics when searching for a faculty mentor. It is the responsibility of the scholar to explain what is needed of a potential mentor during the Summer Research Internship. The faculty mentor must be tenured and be in an academic department. Retired professors and those on sabbatical may serve as mentors. With strong effort, both of you will begin a rewarding lifetime relationship. In our opinion, the ideal mentor will exhibit the following traits.

- Is supportive of the scholar’s pursuit of graduate education.
- Inspires the scholar researcher to reach new academic heights and goals.
- Provides guidance, direction, and support with the scholar’s required research abstract development, research paper, poster, and oral presentation.
- Provides opportunities for the scholar researcher to develop valuable research skills. If a mentor has a research team, they treat the scholar as a full-time member of the team, complete with responsibilities and privileges.
- Keeps the scholar “on-track”. The scholar is responsible for committing at least 35 hours per week on the research project. The scholar should be held accountable for their time and quality of effort.
- Makes arrangements to have a responsible colleague act as a proxy mentor to the scholar researcher if they are unavailable for more than one week.
- Provides an open learning environment in which the scholar feels comfortable in approaching and asking the mentor questions.
- Encourages the scholar researcher to begin preliminary research PRIOR to the paid research period and continues to work with the scholar after the organized period, if possible.
- Answers questions, provides suggestions, guidance and support for research.
- Shares information on graduate programs in the research field and encourages the scholar to pursue graduate studies.
Research Proposals              Due May 13, 2017

A proposal is a concept paper for your research. Your proposal needs to set out a well-developed idea of what you think your project will involve. You should invest enough time in this to present a very clear description of your project.

In the spring you must prepare a written research proposal with your mentor’s guidance and approval. The faculty mentor must sign and date the research proposal, indicating agreement with the scholar’s research plan. Scholars must complete this process prior to beginning the research project, and if there is a change of focus or mentors. Scholar and mentor are expected to meet before the research experience begins. The purpose of this initial meeting is to set long and short-term research goals, determine the research action plan, and set the time-line for research and/or proposal completion. The scholar is responsible for submitting a research proposal to the McNair Scholars Program Director and making an appointment to discuss the project with them.

The research proposal should include, but is not limited to, the following components:

→ statement of research problem
→ methodology
→ implications of the research
→ timeline for completion within the nine weeks
→ Stipend Disbursement Agreement

Stipend Disbursement Agreement              Due May 13, 2017

Each McNair Scholar conducting research during the 2017 summer will prepare a research proposal with faculty mentor guidance and submit it to the McNair Scholars Program Director by May 13, 2017. The faculty mentor must sign the research proposal, acknowledging that they have read and approved of the research plan.

The mentor and scholar should talk several times to discuss the research plan, beginning with an outline of the research and a statement of the research problem. The objective of the plan is to provide a clear and logical timeline to complete a 9 week summer research project.

The plan for the completion of tasks and the disbursement of stipends is formalized in the Stipend Disbursement Agreement. [A sample appears as an appendix to this Handbook, also available on-line at https://web.uni.edu/mcnair/sri]. You must complete a series of research tasks or milestones by a prescribed date to receive a stipend disbursement. The tasks themselves may vary from scholar to scholar as their projects dictate. The final list of tasks, dates and payments will be set by negotiation among the scholar, the mentor, and the Director prior to the beginning of your SRI, and documented in your Stipend Disbursement Agreement.
Research may not be started (i.e., no money will be disbursed) until the research plan has been approved, signed by the faculty research mentor, and submitted to the McNair Scholars Program Director. If appropriate, the UNI Institutional Review Board (IRB) must also approve the research before the scholar begins any data collection.

**Stipends**
You may receive as much as $2,800 for the research internship. Disbursements will be paid by check mailed to the address of your choice, or deposited into a checking account via direct deposit. You must complete a Supplier Information Form, available at the McNair Office, in order for any payments to be made. Please fill this out when you submit your research proposal. No other methods of disbursement will be used. **No exceptions are allowed. All stipends are processed through the Office of Financial Aid and Scholarships.** Be aware that your stipend will affect any summer financial aid you receive if you take a summer session class.

***It is the policy of UNI to apply any monies processed through Financial Aid to outstanding U-bills before disbursement to students. Please be sure that your U-bill is current ($0 balance) to avoid disappointment.***

If you do not complete and turn in the assigned work by the agreed upon due date listed on your Stipend Disbursement Agreement, accompanied by a signed Milestone Completion form you will not receive that portion of the stipend until you complete the work. If you cannot complete an assignment by the due date, you must contact your faculty mentor and McNair Scholars Program Director immediately. All changes to the Stipend Disbursement Agreement must be documented, approved and signed by both your faculty mentor and the McNair Scholars Program Director. All milestones must be completed in the order agreed upon in the Stipend Disbursement Agreement.

**No stipend payments will be made on any milestone not completed by Friday, August 4, 2017. NO EXCEPTIONS.**

**Time and Effort (Research) Logs**
Due every Friday at 4pm
You will keep track of your research hours throughout the SRI on weekly log forms which you will submit to McNair staff. You are also asked to record time spent attending our weekly seminars, doing GRE preparation, consulting with the Writing Lab, or other research-related activities. The weekly Time and Effort Log form is included in this Handbook’s appendix. This signed form is due in the McNair Scholars Program Office by 4:00 p.m. each Friday.

**Summer Site Visits**
During the summer program, a member of the staff will schedule a 30-minute, on-site visit with you and your mentor at your research site. These visits serve to increase communication among staff, mentors, and scholars, to clarify everyone’s expectations and responsibilities, and to assess scholars’ needs.
Research Paper               Due August 2, 2017
All Scholars are required to produce a research paper, which will be due no later than August 2, 2017 at 5PM. Scholars must submit a copy of the final research paper and a signed copy of the Research Acceptance Form to the McNair Scholars Program Office by the deadline to receive payment for Milestone #5.
The Research paper should contain the following elements (as modified and advised by your research mentor):
1. Title, authors and institutions
2. Introduction
3. Literature Review
4. Statement of problem/research question/hypothesis
5. Research methods
6. Results (must include at least one table or graph)
7. Discussion
8. Conclusion
9. References (must be consistent, and in appropriate style for your field, ask your mentor)
10. Abstract (written last and then placed at beginning of paper, before Intro)

Oral Research Presentation           Due August 4, 2017
All scholars will be expected to deliver an oral presentation of their summer research at the culmination of the Summer Research Internship. Your faculty mentor should approve of your presentation format and content prior to the presentation day. Additionally, all students provided with the opportunity to attend professional conferences with McNair Scholars Program funds are expected to submit an abstract for presentation, oral or poster. This includes any McNair Scholars Program conferences attended during the summer research internship. All presentation content should always be pre-approved by faculty mentors.***

***This is an important academic protocol which must be respected both during your time here at UNI and also during your graduate school experience.***

The presentation should be in the form of a PowerPoint presentation, twelve minutes in length, with three minutes for questions (total time: 15 minutes). The SRI 2017 presentation will be held on August 4, 2017 at 10am. Faculty mentors and other interested parties are invited and encouraged to attend.

Poster Presentations
The poster presentation is the culmination of the intensive summer program. After the Summer Research Internship finishes, scholars will prepare a research poster under the guidance of their
mentor and program staff. Summer interns may travel to a National McNair Conference to present their research to the McNair community. As an additional benefit, most McNair Conferences have a Graduate School Fair, where recruiters and other representatives of graduate schools are available to answer whatever questions you may have, and to provide information about their programs and unique opportunities their institutions have to offer.

**Publications/Research Paper**

All scholars should take their research very seriously and participate in scholarly activities such as paper submissions and conferences outside of the McNair program. The McNair program may provide an opportunity for you to make an oral presentation of your research at either a professional conference, a McNair conference, or a local symposium. You should make plans with your mentor to co-author professional articles.

Throughout the research experience, you should keep in mind that you are encouraged to submit at least one publication-quality research paper before you graduate. We strongly recommend that mentors and scholars discuss this at the beginning of their research experience. A published, peer-reviewed article is not required, but should be your goal.

**Research Activities and Scholar Meetings**  
T/Th 3:00 pm – 4:30 pm

You and your mentor will be planning your research during the Spring semester, and you begin your research at any time, but no formal Program support (stipends, lodging, meals, etc.) will be available until Monday, June 5th.

Mandatory SRI meetings will be held throughout the summer session. These meetings will be on Tuesdays and Thursdays from 3:00 pm – 4:30 pm in the Honors Cottage Classroom. Failure to attend these meetings may affect your stipend payment.

**Tentative Summer 2017 Weekly Scholar Meetings**

Topics may include, but are not limited to, the following:

- Fundamentals of Research
- IRB—Institutional Review Board
- Annotated Bibliographies & Using Libraries for Research
- Academic Writing
- Displaying Data through Graphs and Tables
- Plagiarism and Research Ethics
- Research Presentation Methods: Oral
- Critical Thinking
- Graduate School & Transition to the Academy in Non-traditional Populations
- Imposter Syndrome & Other Barriers to Academic Success
### McNair Office Hours and Holidays
The McNair office will observe UNI summer hours which are 7:30 am – 4:30 pm. UNI is closed Tuesday, July 4 (Independence Day).

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## III PROGRAM ROLES

Scholars, faculty mentors, and staff each have specific roles and responsibilities and should meet program, research, and personal expectations throughout the experience. Each scholar’s experience is unique, so the following roles give the minimum responsibilities for the program, and can be built upon to ensure the individual success of each scholar.

<table>
<thead>
<tr>
<th>Scholar Commitment</th>
<th>Mentor Commitment</th>
<th>Program Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a faculty mentor</td>
<td>Commit to the progression and success of the scholar</td>
<td>Oversee the mentor/scholar relationship</td>
</tr>
<tr>
<td>Conduct ongoing research under the guidance of a faculty mentor</td>
<td>Guide the scholar through the research process</td>
<td>Provide resources for scholars to conduct research</td>
</tr>
<tr>
<td>Present research at a professional conference or a national McNair conference</td>
<td>Assist the scholar with developing presentations, both oral and poster</td>
<td>Provide travel assistance to professional and McNair conferences</td>
</tr>
<tr>
<td>Seek academic, personal, and career counseling when needed</td>
<td>Encourage the scholar to seek academic, personal, and career counseling when appropriate</td>
<td>Provide resources for academic, personal, and career counseling</td>
</tr>
<tr>
<td>Prepare for the GRE</td>
<td>Promote the importance of the GRE in maximizing opportunities for the scholar</td>
<td>Offer GRE tutoring</td>
</tr>
<tr>
<td>Research potential graduate programs</td>
<td>Assist the scholar with selecting an appropriate and realistic graduate program</td>
<td>Provide logistical support in the graduate program selection process</td>
</tr>
<tr>
<td>Apply to graduate school</td>
<td>Support the scholar through the graduate application process</td>
<td>Provide assistance and support in the graduate school application process</td>
</tr>
<tr>
<td>Undergo reviews throughout the year</td>
<td>Evaluate scholar's progress throughout the year</td>
<td>Monitor scholars' progress throughout the year</td>
</tr>
<tr>
<td>Adhere to staff and mentor directions and guidance</td>
<td>Work with staff to facilitate scholar's professional growth and development</td>
<td>Provide direction for scholars' professional growth and development</td>
</tr>
</tbody>
</table>
IV. FORMS

Mentor & Scholar Agreement.................................................................10
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Stipend Disbursement Agreement Sample..........................................12
Time and Effort Log...........................................................................13
Milestone Completion..........................................................................14
Research Acceptance...........................................................................15
Scholar's Information
Name:
Major:
Email:
Phone:

Faculty Mentor's Information
Name:
Office:
Email:
Phone:

Agreement
Each scholar must participate in the mentoring component of the McNair Scholars Program. All scholars must assume the following responsibilities:

1. I will keep all scheduled appointments with the faculty mentor.
2. I will be prompt for both meetings and research.
3. I will notify my mentor in advance of scheduling conflicts that prohibit my attendance at a mentor and mentee conference, and reschedule the appointment at that time.
4. I will regularly update my Time and Effort Log
5. I will immediately contact my faculty mentor and/or McNair Director as soon as a problem arises.

By signing this form I, , McNair Scholar, agree to assume all responsibilities required for participation in the McNair Scholars Summer Research Internship. I further agree that failure to comply with the rules governing the program may be cause for my dismissal from the program.

Scholar Signature: ___________________________ Date: ________________

By signing this form I, , UNI faculty mentor, agree to meet with, mentor and guide this McNair Scholar during the Summer Research Institute, and provide either wet or electronic signatures for completed work when needed.

Mentor Signature: ___________________________ Date: ________________
You must complete a series of research tasks during the SRI session to receive stipend disbursements. The tasks themselves may vary from student to student as their projects dictate. The final list of tasks will be set by negotiation among the scholar, the mentor, and the Director.

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>RESEARCH TASKS</th>
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<td>1</td>
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<td>$500.00</td>
<td>1. TASK 1</td>
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<td>2. Mentor report (Satisfactory)</td>
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<td>$500.00</td>
<td>1. TASK 2</td>
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<td>2. Mentor report (Satisfactory)</td>
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<td>1. TASK 3</td>
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<td>2. Mentor report (Satisfactory)</td>
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<td>$500.00</td>
<td>1. TASK 4</td>
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<td>2. Mentor report (Satisfactory)</td>
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<td>5</td>
<td>No later than August 2, 2017</td>
<td>$400.00</td>
<td>1. Final Research Paper</td>
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<td></td>
<td>2. Mentor Acceptance Form</td>
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<tr>
<td>6</td>
<td></td>
<td>$400.00</td>
<td>1. Oral Research Presentation</td>
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<td>2. McNair Staff or Mentor Report (Satisfactory)</td>
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<td>TOTAL (possible)</td>
<td>$2,800.00</td>
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Student Name: ___________________________ Signature: ___________________________

Mentor Name: ___________________________ Signature: ___________________________

Mentor Name: ___________________________ Signature: ___________________________
You must complete a series of research tasks during the SRI session to receive stipend disbursements. The tasks themselves may vary from student to student as their projects dictate. The final list of tasks will be set by negotiation among the scholar, the mentor, and the Director.

<table>
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<tr>
<th>MILESTONE</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>RESEARCH TASKS</th>
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</table>
| 1         | June 17                  | $500.00  | 1. Literature Review  
2. Mentor report (Satisfactory) |
| 2         | June 30                  | $500.00  | 1. Methods & Data  
2. Mentor report (Satisfactory) |
| 3         | July 14                  | $500.00  | 1. Analysis & Results  
2. Mentor report (Satisfactory) |
| 4         | July 28                  | $500.00  | 1. Discussion, Conclusion, Abstract  
2. Mentor report (Satisfactory) |
| 5         | No later than August 2, 2017 | $400.00  | 1. Final Research Paper with References  
2. Mentor Acceptance Form |
| 6         | August 4                 | $400.00  | 1. Oral Research Presentation  
2. McNair Staff or Mentor Report (Satisfactory) |

TOTAL (possible) $2,800.00

Student Name: __________________________  Signature: __________________________
Mentor Name: __________________________  Signature: __________________________
Mentor Name: __________________________  Signature: __________________________
It is necessary to log the times you worked on your research project. This form must be completed and signed by you. **This signed form is due in the McNair office by 4:00 p.m. each Friday.**

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<tr>
<td>Meetings</td>
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<td>SRI Meeting 9-10am</td>
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Comments:

By signing this form, I attest that this information is accurate.

Signature ___________________________________________ Date ________________________________
Dear faculty mentor:

Please use this form to verify scholar completion of each research milestone. This form is to be completed by the faculty mentor and returned to the McNair Scholars Program Director in Honors Cottage 009, emailed directly to: Dr. Nievita Bueno Watts nievita.watts@uni.edu, or hand-delivered by the scholar, as you prefer.

The McNair Scholars Program Office cannot process or release any Internship Stipend without this form. The form is required for each of Milestones # 1, 2, 3 & 4, and signals your satisfaction and certification that the scholar has completed that research task.

**Milestone #5** requires the Research Acceptance Form

**Milestone #6** will be processed by the McNair Scholars Program Director

Scholar’s Name:

Research Milestone (name and number):

Brief summary of work completed and any additional comments:

Mentor’s Signature:

Date:
MCNAIR SCHOLARS PROGRAM
Summer Research Internship
Research Acceptance Form

Please complete and return to:
Dr. Nievita Bueno Watts, Director
McNair Scholars Program
2401 College Street
nievita.watts@uni.edu

INSTRUCTIONS:

I. The McNair Scholar completes the Scholar’s Statement (below) and attaches one copy of the approved final research paper.
II. Mentor approves or disapproves the research paper and signs in the designated space.
III. Mentor approves or disapproves local publication of the research paper and signs in the designated space.
IV. The Mentor transmits this form to the McNair Scholars Program office as soon as possible following the date of the conclusion of the research project and paper.

SCHOLAR’S STATEMENT

Scholar’s Name:

Department and Area of Specialization:

Title of Research Project/Paper:

Mentor’s Name(s):

APPROVAL OF RESEARCH PAPER BY FACULTY RESEARCH ADVISOR

As the faculty mentor I agree that the research paper is acceptable. I further agree that the format and quality are acceptable, and the scholar is competent in the knowledge and techniques required to perform this research. As the faculty mentor I approve the research paper and affirm that the scholar has met the requirements of a scholarly paper under my supervision.

YES, I agree. Please sign and date here: Date

NO, I do not agree. Please sign and date here: Date

Continues next page
RELEASE FOR LOCAL PUBLICATION
As the faculty mentor, I agree that the research paper is of high academic quality and scope and of a style publishable in this field. The paper may be uploaded and displayed on the UNI McNair website.

YES, I agree. Please sign and date here: Date

NO, I do not agree. Please sign and date here: Date

As the faculty mentor, I agree that the research paper is of high academic quality and scope and of a style publishable in this field. The paper may be uploaded and displayed on the UNI McNair ScholarWorks website (maintained by Rod Library).

YES, I agree. Please sign and date here: Date

NO, I do not agree. Please sign and date here: Date

As the faculty mentor, I agree that the research paper is of high academic quality and scope and of a style publishable in this field. The paper may be added to a collected volume of McNair Scholar research.

YES, I agree. Please sign and date here: Date

NO, I do not agree. Please sign and date here: Date

ADDITIONAL COMMENTS: