



## Winthrop McNair Scholars Program 2022 Summer Research Experience

### Description & Expectations



#### Winthrop McNair Scholars Program Description

The Winthrop McNair Scholars Program prepares first generation college students from low-income families and undergraduates from races and ethnicities underrepresented in graduate education to be successful in PhD programs. Winthrop's program is funded by a five-year renewable TRIO grant from the U.S. Department of Education. \$261,888 in federal funding is provided each year for programming and materials that will help 30 eligible students prepare for graduate study. This represents 73% of program costs. Winthrop contributes the remaining 27% of the budget with approximately \$95,000 in cash and in-kind matches. The U.S. Department of Education describes the program in this way.

*Through a grant competition, funds are awarded to institutions of higher education to prepare eligible participants for doctoral studies through involvement in research and other scholarly activities. Participants are from disadvantaged backgrounds and have demonstrated strong academic potential. Institutions work closely with participants as they complete their undergraduate requirements. Institutions encourage participants to enroll in graduate programs and then track their progress through to the successful completion of advanced degrees. The goal is to increase the attainment of Ph.D. degrees by students from underrepresented segments of society. (Downloaded 2/22/22 from <https://www.ed.gov/programs/triomcnair>)*

Winthrop McNair provides research, extensive support, and transformational opportunities throughout the junior and senior years. Our program is designed to help undergraduate participants from SC universities complete and disseminate high quality research and prepare to successfully enroll in and complete PhD programs. Our services include, but are not limited to, a summer research experience (SRE), faculty mentoring, relevant coursework, tutoring, travel to present research and explore graduate programs, graduate admissions assistance, financial aid assistance, workshops, graduate admissions test preparation, and graduate school application preparation.

#### Summer Research Experience (SRE)

Every Scholar must complete a mentored McNair summer research internship their first year in the program. Minimum completion requirements include at least one research presentation. During the Summer Research Experience (SRE), Scholars complete MCNR 300 (McNair Research Experience) which complements their work with their Mentors. Examples of class discussions include literature search methods, general research methodology, ethics and data ownership, matching statistical analyses with data types, importance of IRB review, discussion of qualitative and quantitative research, and effective presentations of scholarly work. MCNR 300 will also include graduate admissions preparation (e.g., teaching-related experiences, quantitative and verbal reasoning review, searching for and choosing grad programs, and identifying viable graduate study funding options).

#### Relevant Program Objective

Research and scholarly activity is the first of four mandatory objectives specified by the U.S. Department of Education. Winthrop set a high standard for our first objective.

*96% of McNair participants will complete research and scholarly activities that will directly impact their educational progression each McNair Program academic year. (Note: A structured research activity must be definitive in its start and end dates and contain appropriate benchmarks for completion of the various components. In addition, the activity should be conducted under the guidance of an appropriate faculty member with experience in the discipline selected by the McNair participant.)*

**Summer Internship Research Product = Presentation**

All McNair Summer Research Interns will be required to present at least preliminary findings this summer. **Each Scholar will present their research in June 2022 both at a local symposium and at the Southeastern Association for Equal Opportunity Programs and Personnel (SAEOPP) national McNair/SSS Research Conference June 23-26, 2022 in Atlanta, GA.** With Mentor guidance, each Scholar will choose to present their research orally (e.g., reading a paper, Prezi, or PowerPoint) or as a poster. All scholars are encouraged to also submit their work for presentation and/or publication to appropriate conferences in their field of choice. One of the responsibilities of Faculty Mentors is to provide names of potential presentation and/or publication outlets to the Scholars.

When it comes to the form and content of the milestone products and the final presentation, **the Scholar must follow the Mentor's direction.** The Mentor was selected for their expertise in the subject matter and in mentoring undergraduate researchers. As an expert, the Mentor will guide the Scholar to meet the research and scholarship expectations appropriate for the Scholar's field of interest and/or potential presentation/publication outlets. This requirement includes, but is not limited to focus, level of detail, formatting, type of presentation (poster or oral/paper), and style of presentation.

**Funding Scholar Travel to Present Research**

Federal funds are available to support Scholar travel to present research. When Scholars travel with program staff, all relevant travel and registration costs are covered. Funds are also available to support Scholars' travel to present their McNair research at professional, discipline-specific conferences (e.g., SACNAS, ACS, ABRCMS, SEACSM, APA, SEPA). Scholars must apply for travel funds by submitting a Winthrop University Travel Authorization Document to Barb Yeager at least one month prior to travel, if possible (see <https://www.winthrop.edu/controllersoffice/ap-travel-expense-overview.aspx>). **Please note: Every Scholar must have their mentor's approval of the presentation proposal and/or presentation materials before their submitting and before presenting.** Scholars should provide proof their mentor has approved of their submission as being ready for an external audience (an email or signature will suffice) before requesting conference registration, air fare, lodging, per diem, and printing. If mentors agree, the program director may approve the abstract or presentation in the Mentor's stead.

**Scholar Responsibilities for the Summer Research Internship and Beyond**

- Discuss and determine research authorship and ownership rules with the Faculty Mentor early
- Follow all program policies regarding behavior, travel, coursework, and documentation of services.
- Provide written evidence of completing each of the Summer Research Experience benchmarks/milestones (i.e., reference list, literature review, methods, proof of data, results, discussion, practice presentation, final presentation, next steps; see timeline at end of document)
- Schedule regular meetings with Faculty Mentor, arrive 5-minutes early for each meeting, and be prepared to show progress achieved (Scholars should meet with Mentors at least weekly)
- Follow guidance provided by Faculty Mentor, Director, Stats & Methods Coach, and the Writing Coach and complete tasks on time and honorably
- Provide brief progress reports to Faculty Mentor at least twice each week of the SRE during meetings or via email, phone
- Arrive at least 5 minutes early for MCNR 300 meetings and participate actively in class discussions
- Always interact with Program Staff, Mentors, and fellow Scholars in a respectful and professional manner
- Complete program benchmarks on time and honorably
- Provide constructive feedback to fellow Scholars regarding their work
- Graciously accept and use constructive feedback from any who offer it
- Provide a copy of all research milestones (preliminary and final) to the Faculty Mentor and Writing Coach
- Email all SRE milestone documents to the Director by the deadline, naming each file with Scholar's last name and milestone name and SRE year (e.g., "Watson Lit Review 2022")

- Return borrowed equipment and required paperwork by program-designated deadlines
- Provide program staff with helpful feedback about the program during and after the SRE
- Abide by the Student Code of Conduct <https://www.winthrop.edu/studentconduct/>
- Gain approval from the McNair Mentor before submitting abstracts and making presentations to on-campus and off-campus audiences
- Participate in program conference submission and preparation opportunities throughout the year (e.g., presentation practice sessions)
- Submit travel authorizations at least two weeks before intended travel
- Submit reimbursement requests (with all receipts) within one week after travel
- Meet with Dr. FW throughout the year to provide updates on your research and graduate admissions process (see [Https://Calendly.com/CFW](https://Calendly.com/CFW))
- **Academic Year 2022-23 Research Products:** To continue to be eligible for McNair Funds in subsequent program years, each Scholar (at a Minimum) must keep working on research and produce a research product. Appropriate products include submitting to the national McNair Scholars Journal in September and presenting at SOURCE in April. Email all drafts and products to Ms. Bartlett to begin for editorial feedback and program documentation. Seniors should publish in a professional journal or the national McNair journal. All Scholars are encouraged to present at a regional or national conference in their discipline, e.g., ASBMB, ABRCMS, SACNAS, ACS, SEPA, SEACSM, APA.
- Indicate your acceptance of the Scholar expectations outlined in this document when asked to do so.

### **Faculty Mentoring**

Faculty Mentors play a key role in the support of Winthrop McNair Scholars. The Mentor's primary responsibility is to supervise and facilitate the Scholar's summer research project. The Mentor helps the Scholar design an appropriate undergraduate research or scholarly project for the Scholar's field of interest. To do this, the Mentor provides advice and suggests resources throughout the research/scholarly process. Mentors are expected to supervise and shepherd the Scholar's project from project design in the spring semester through the SAEOPP conference (June 23-26) and discuss next steps by July 10 (see timeline at the end of this document). Mentors are encouraged to continue to monitor and support the Scholar's research progress even after the SRE. Here's a relevant excerpt from Winthrop's current grant (submitted 2017).

*Faculty Mentors must have earned a PhD..., completed McNair Mentor training, and have experience supporting the learning/development of potentially-eligible students sufficient to shepherd a high quality undergraduate research project. The Director will intentionally recruit mentors who are McNair and TRIO alumni and members of groups underrepresented in graduate education. Mentors must have expertise in relevant subject matter and/or research methods related to the participant's graduate field of interest as well as experience presenting research to professional audiences.*

### **Faculty Mentor Responsibilities**

- Participate in Winthrop McNair Faculty Mentor Orientation
- Notify the Program Director of anticipated away dates. It is expected that 9-month faculty members may be away for a portion of the SRE, but the Mentor's absence must not compromise the support the Scholar receives.
- Provide graduate-style mentoring of the Scholar's individual research project, sharing expertise and resources when appropriate
- Respond to the Scholar's requests for information or input by the end of the next business day
- Share insight and recommend resources that can benefit Scholar's plans for graduate study
- Meet with Scholar in person, via phone, and through electronic means to facilitate the progress of their research project from planning to presentation. **Each Scholar should receive a minimum of 15 hours of in-person guidance in addition to supervision provided in real time (e.g., via phone, Skype, or Facetime).**

Faculty mentors who are mentoring more than one Scholar are welcome to meet with Scholars as a group, when appropriate. This can allow Scholars the benefit of learning from each other's experiences. Mentor logs for each Scholar should include small group as well as individual meetings.

- Inform the Director immediately if you have concerns about the Scholar's performance, progress, or ability to complete program responsibilities
- Complete and submit the Mentor-Scholar Contact Log to [YeagerB@winthrop.edu](mailto:YeagerB@winthrop.edu) no later than July 10
- Provide program staff with helpful feedback about Scholar and Mentor experiences through the online program evaluation (after the SRE) and by communicating during the SRE
  - Abide by the policies outlined in the current Winthrop University Faculty Manual  
<https://www.winthrop.edu/uploadedFiles/student-affairs/accessibility/OA-Faculty-Handbook-2021.pdf>
- After the SRE, either approve or suggest improvements to Scholar's final drafts of presentation materials or ask the Director to serve this role on your behalf
- Provide your signature to indicate you understand and accept the responsibilities of being a McNair Faculty Mentor and agree not to text while driving on program business.

### Compensation

Faculty Mentors receive a summer stipend for their support of the Scholar's research. Scholars receive a stipend after achieving specific research benchmarks/milestones. Please contact Dr. Fortner with travel funding inquiries.

### Resources

- U.S. Dept. of Education, TRIO McNair <http://www2.ed.gov/programs/triomcnair/index.html>
- Winthrop McNair <http://www.winthrop.edu/McNair>
- National McNair Scholars website <http://mcnairscholars.com>
- Winthrop Grants and Sponsored Research Development <https://www.winthrop.edu/grants/>, which includes information about IRB (Human Subjects), Revised Common Rule [goo.gl/k9eHpA](https://www.gpo.gov/fdsys/pkg/2016/fr-07-06/pdf/2016-17144.pdf), IBC (BioSafety), and IACUC (Animal Care)
- Pathways to Science <http://pathwaystoscience.org> emphasizes "connecting underrepresented groups with STEM (and other) programs, funding, mentoring and resources."

### Mentoring Resources

- Center for the Improvement of Mentored Experiences in Research  
<http://cimerproject.org/#/curricula/planning> & <https://nrmnet.net/archives/research-mentor-training/>

### Winthrop McNair Program Staff

- Program Director: Dr. Cheryl Fortner (803/323-2125; [fortnerc@winthrop.edu](mailto:fortnerc@winthrop.edu))
- Office Coordinator: Barb Yeager (803/323-2125; [yeagerb@winthrop.edu](mailto:yeagerb@winthrop.edu))
- Graduate Associate: Maya Felder ([mcnairGA@winthrop.edu](mailto:mcnairGA@winthrop.edu))
- Summer Programming Coordinator: Amanda Cavin, '15 & '17 (Director, Eagle STEM, [cavina@winthrop.edu](mailto:cavina@winthrop.edu))
- Stats and Methods Coach: Dr. Matt Hayes ([hayesm@winthrop.edu](mailto:hayesm@winthrop.edu))
- Head Writing Coach: Stephanie Bartlett ([bartletts@winthrop.edu](mailto:bartletts@winthrop.edu))

### Timeline (Benchmark dates are tentative)

It may be necessary to adjust the timeline below in response to the needs of participants, Mentors, research constraints, or complex analysis strategies. Any **adjustments to the timeline** not initiated by the Faculty Mentor or Director must be submitted by the Scholar to the Director via email (CC the faculty mentor) upon the Scholar's first recognition of the need for an adjustment. The Scholar should prepare this justification in consultation with their Faculty Mentor. The justification must include these things: 1) The adjustment in the timeline; 2) The reason for the adjustment; and 3) The Scholar's plan for ensuring timely completion of the research project. The faculty mentor should reply all to the message indicating their approval or disapproval of the request.

<b>Timeline: Winthrop McNair Summer Research Experience 2022</b>		
Director matches Faculty Mentors and Participants (Scholars) January – February		
Scholar Deliverables	Dates	Faculty Mentor Supports
Scholar meets with Director about initial plan for their research	By March 1	Faculty Mentor receives mentor invitation from Director
Scholar participates in SRE orientations & arranges at least one meeting with Faculty Mentor to plan research design	By April 2	Faculty Mentor meets with Scholar to initiate plan for research project
Scholar completes CITI Human Subjects Student compliance training (see <a href="https://www.winthrop.edu/grants/">https://www.winthrop.edu/grants/</a> ) and IACUCU training if appropriate	By May 15	Faculty Mentor receives valid CITI compliance training as appropriate (see <a href="https://www.winthrop.edu/grants/">https://www.winthrop.edu/grants/</a> )
Scholar accepts Scholar Responsibilities Statement	By May 15	Faculty Mentor participates in SRE 22 Orientation
<b>Scholar completes milestones as part of the Summer Research Experience<sup>+</sup> ....</b> <b>Second draft of reference list .....5/20</b> <b>Second draft of methods .....5/27</b> <b>Proof of data .....6/03</b> <b>Second draft of lit review.....6/10</b> <b>Results &amp; Discussion in Practice Presentation.....6/17</b>	Tentative schedule 5/11 – 6/17	<b>+Timeline adjustments must follow the policy outlined in the most recent version of the McNair Scholar and Mentor Roles and Responsibilities document.</b>  <b>“Complete” includes having implemented at least one set of revisions recommended by the Faculty Mentor, hence the use of “second draft.”</b>
Scholar practices presentation and incorporates feedback from Mentor and Director	June 15-17	Faculty Mentor observes one mock presentation by Scholar and provides specific feedback for improvement
Scholar presents at Winthrop McNair Research Symposium (guests welcome)	June 20-21	Mentors are encouraged, but not required, to attend
Scholar competes at SAEOPP	June 23-26	Mentors update mentoring contact logs
Scholar follows-up with and accepts advice from Mentor about next steps	June 28 – July 10	Mentor suggests presentation and/or publication outlet(s) appropriate for Scholar’s Research and field of interest
<b>Scholar submits final copy of poster or presentation slides to fulfill final milestone requirement of SRE by 6/28</b>	<b>By June 28</b> <b>By July 10</b>	<b>Mentor submits time log to Mrs. Yeager (<a href="mailto:yeagerb@winthrop.edu">yeagerb@winthrop.edu</a>) by July 10</b>
Scholar completes online program evaluation	By July 10	Mentor completes online program evaluation
Scholar meets with Faculty Mentor to implement decisions made during follow up	By October 1	Faculty Mentor reviews and provides feedback on Scholar’s draft of manuscript proposal (and conference proposals if applicable)
Scholar adds to summer research product in substantive ways and presents or submits manuscript to appropriate journal	By the Following Spring	Faculty Mentor reviews final proposal and/or manuscript and recommends (or not) that the product deserves travel or printing support