**Modified Student Summer Scholars (MS3) Application Process**

The application is a collaborative effort between one potential student scholar and faculty mentor(s). An undergraduate student may propose a research, scholarly, or creative project to a faculty member, or a faculty member may actively recruit an undergraduate student for part-time or full-time work to devote about six to twelve weeks/200 hours to a research and/or creative project during the spring/summer semester. The MS3 experience is focused on exposing the student to aspects of the scholarship process, allowing him or her to develop specific skills needed as a student scholar. This program’s emphasis is on giving students an experience of the research process that teaches the skills necessary for more in depth scholarly work.

The application has four sections:

1. Project Goals/Feasibility

2. Mentorship/Apprenticeship Plan

3. Student Preparation and Motivation

4. Commitment to Project

**AWARD**

The MS3 program enables an undergraduate student, with support from faculty mentor(s), to propose a focused research, scholarly, or creative project to be conducted or created during the Spring/Summer semester. Awards will be made based on the quality of the proposals. Each award includes: $2,000 stipend for the student scholar; $500 for supplies and/or services related to the project; and up to $1,125 for the faculty mentor(s) to use as stipend and/or additional support for the project. In total, the maximum for each MS3 award will be $3,625. MS3 also provides dissemination funds for MS3 scholars to present their MS3 research at academic and/or professional conferences and meetings for two years following the award, or until the scholar graduates from GVSU, whichever comes first.

**STUDENT ELIGIBILITY**

The program is available only to undergraduate students at GVSU who are in their first or second year at GVSU, or who are in their first year as a transfer student at the point of application. Successful students will have demonstrated a record of academic success in their discipline. It is expected that the student will be enrolled at GVSU for at least one full year of study beyond the period of the award. Questions about student eligibility for MS3 should be directed to the Office of Undergraduate Research and Scholarship (OURS).

**FACULTY ELIGIBILITY**

All tenured, tenure-track, visiting, and affiliate GVSU faculty are eligible to mentor MS3 students. Faculty will commit an appropriate portion of their time to effectively and actively mentor a student; they will be expected to have a limited teaching/scholarship/service load for Spring/Summer semester. Faculty must disclose any pending or successful applications for additional funding during the Spring/Summer semester.

**APPLICATION**

An undergraduate student may propose a research, scholarly, or creative project to a faculty member, or a faculty member may actively recruit an undergraduate student for half-time collaboration during the Spring/Summer session. The applicants must use the Text Application format provided in this document. Completed applications for the 2018 Spring/Summer semester, submitted electronically, are due **Friday, January 26, 2018**.

**Application Requirements**

The required components for a complete MS3 application are listed below. All required components are submitted on-line as one complete PDF document. **The application must be written in language accessible to a faculty member from *any* discipline.** Proposals **must** be written in 12 point Times New Roman font, double-spaced, with 1 inch margins. Proposals **must** have a cover sheet featuring a title, student scholar name, and faculty mentor name(s). Proposals **must** include section headers and page numbers.

1. Project Goal(s)/Feasibility: (limited to 3 pages). This section should be written for a **non-specialist**. Technical jargon must be minimized, or clearly explained so that a faculty member from *any* discipline can understand the purpose, goals, and feasibility of the project. This should include the following:
	1. Background – How does the proposed project fit into the discipline in a broad sense? What specific research problem or creative process is being addressed?
	2. Define the goals (discipline-specific project-specific goal(s), or project thesis) for the project and explain the steps necessary to accomplish the goal(s). What strategies will be used to accomplish the goal(s) of the project? Describe the roles and tasks of the scholar and the faculty mentor.
	3. Include a projected timeline of the project detailing the phases of the project, including the responsibilities of the scholar and mentor at each stage. Applicant note: ideally, the timeline would be compatible with the events scheduled for the Student Summer Scholars program as noted on the web site.
	4. Address why and how this project is in your area of expertise, both content expertise and methodological expertise. Applicant note: if the project is within your methodological expertise, but not your content area, please explain how you will mentor the scholar through the inquiry process (and vice versa).
	5. References – List references cited. Use a format appropriate for the discipline. References are not included in the final page count for this section.
	6. Supplemental sections (note: the following are not counted in the three-page limit for this section):
		1. Required: Itemize the budget for the proposal using the budget template in [Appendix 1](#Appendix1). Applicant note: the budget itself must be included within the proposal PDF file that is submitted. There will not be an opportunity to upload a separate budget document during the on-line submission process.
		2. If appropriate, provide a statement concerning the responsible conduct of research procedures that will be used for use, care, and disposal of hazardous materials, potentially infectious microorganisms and animals. Include a statement regarding any necessary approval from the Human Subjects Review Committee. Indicate if HRRC or IACUC approval is required.
		3. If appropriate, include letters of support (or other evidence) from outside agencies directly impacted by the proposed project, involved in the project or whose cooperation is necessary to the success of the project. These can be combined with your PDF proposal (submitted as one complete document), or emailed to the Office of Undergraduate Research and Scholarship, ours@gvsu.edu.

1. Mentorship/Apprenticeship Plan: (This section must be authored by the faculty mentor and is limited to 3 pages).
	1. Mentorship - What are the faculty mentor’s goals for the student’s learning and development during this project? What pedagogical techniques will the faculty mentor use to help this student achieve those goals? How does the project help introduce this student to scholarship in the discipline?
	2. Preparation – Detail ways in which the student and the mentor have prepared for the project (*e.g.* courses, meetings, shadowing, readings, research, etc.). Please reflect on the timeline and describe what preparation has occurred, or will occur for each task or skill set.
	3. Scholarly Development - Discuss the qualifications of the student. Describe how this plan will facilitate the development of scholarly knowledge, skills, and abilities of the student over the course of the project. This includes preparing the student for contributions to the scholarly community (*e.g.* SSD and possible external dissemination). If the student’s major or overall GPA is below a 3.0, the faculty mentor **must** address how the student is qualified to successfully complete the proposed project.
2. Student Preparation and Motivation: (This section must be authored by the student and is limited to 2 pages *exclusive of résumé* – see [Responsibility of Student Scholar](#Student) below).
	1. Preparation – Describe how you understand the project, its goals and methods, and your role within the project. Describe how you came to be involved with this project. Indicate any preparation or training that you currently have, or will seek, that will assist you in completing the project goals and objectives.
	2. Motivation – What are your goals for learning during the project? How does this project support or enhance your professional and academic goals?
	3. Supplemental sections (note: the following are not counted in the two-page limit for this section):
3. Required: One page résumé listing major GPA, overall GPA, work, volunteer, and educational experiences that will help you complete the project. If needed, consult the Writing Center or Career Services for help in preparing your résumé.
4. If your major or overall GPA is below a 3.0, or if there are any other special circumstances concerning your past course work, you **must** address how you are preparing to successfully complete the proposed project.
5. Commitment to Project: (limited to 1 page).
	1. Describe all projects, tasks, and obligations of the faculty mentor over the MS3 period. How will this project be situated within these commitments? Applicant note: all *anticipated* obligations need to be included in this section as well. This includes, but is not limited to, administrative appointments, summer orientation, summer teaching obligations, and other undergraduate research programs. In this section, faculty applicants must demonstrate that they will have the time and ability to support a MS3 scholar.
	2. The student should describe all coursework, travel, and additional employment over the MS3 period. The student applicant must demonstrate that they will have the time and ability to immerse herself/himself in the scholarly experience.
	3. Supplemental Section (note: the following is not counted in the one-page limit for this section):
		1. If the faculty mentor will be unavailable or off site at any point during the research process, the faculty mentor must explain how this will not interfere with providing the student scholar with an exemplary mentoring experience.

Appendix 1 – Budget Worksheet

|  |  |
| --- | --- |
| Title of Project: |  |
| Student name: |  |
| Faculty mentor(s) name: |  |
|  |  |
| STIPENDS |  |
| Student stipend1 | $2000 |
| Faculty stipend |  |
|  |  |
| PROJECT COSTS (please list items/services and estimated costs)2 |
|  |  |
|  |  |
|  |  |
| TOTAL |  |
|  |  |
|  |  |
| FUNDING FROM OTHER SOURCES (list amount and source)3 |
|  |  |
|  |  |
|  |  |

1 The entire student stipend is expected to be used as summer pay for the student researcher. Additional funds needed beyond the MS3 budget for travel or equipment should be obtained through other sources.

2 Justify the purchase of any services, materials, and/or supplies necessary to the project.

3 Indicate other sources of funding for this project applied for and/or obtained, and describe how those funds support this proposed project.

**Responsibility of Faculty Mentor**

The faculty mentor must make certain that the proposed project qualifies as research or other creative endeavor that will contribute to the growth of the scholarly or creative capability of the student scholar.

The faculty mentor must ensure, through collaboration with the student, that: a) the proposal is well-written and can be understood by an educated person who is not a specialist in the field; b) the application is complete and follows the prescribed format; and c) required information on responsible conduct of research sections (with appropriate protocols/forms) are supplied.

Further, the faculty mentor must certify the accuracy of the budget figures and determine whether any items listed can be obtained through means other than by the funding from the Modified Student Summer Scholars Program. The faculty mentor must also certify that the student scholar has received appropriate training and, if required, submit the appropriate forms for work involving human subjects, live vertebrate animals, radioisotopes or other hazardous materials.

The faculty mentor must approve the final report submitted by the student applicant for the institutional repository and make certain these reports meet disciplinary expectation as to the writing quality, presentation, contribution to the field, as well as submitted in a timely manner.

**Responsibility of Student Scholar**

Each student scholar shares the responsibility, with their faculty mentor, for the quality of their learning experience. They need to be self-directed in their research, be an active participant in the program, and provide meaningful feedback to the faculty mentor, and the Director of the Office of Undergraduate Research and Scholarship (OURS) and the Undergraduate Research Council (URC) Chair when needed.

It is the responsibility of the scholar to make sure that the application is complete and submitted to the Office of Undergraduate Research and Scholarship by the application deadline. The scholars also need to work with their faculty mentor to ensure that they have received appropriate training and, if required, submitted the appropriate forms for work involving human subjects, live vertebrate animals, radioisotopes or other hazardous materials.

Each student scholar must fulfill the requirements of the program. These include: a) participating in the summer activities; b) designing and presenting a poster or oral presentation at the Summer Scholar Showcase and Student Scholars Day; c) completing an abstract and final paper by the designated deadline, and submitting the paper to the GVSU institutional repository; d) providing constructive feedback to the OURS Director and URC Chair.

**How MS3 Defines Mentorship**

An exemplary Modified Student Summer Scholars mentoring experience:

#### Develops students’ intellectual independence

#### Recognizes that the scholarship/research/creative activity is very different from the typical classroom experience

#### Understands that independent scholarship requires a level of intellectual independence that is new to most students

* Acknowledges that the independent scholarship and mentoring experience might be one of the biggest challenges students have undertaken thus far, and can be daunting
* Helps students progress from being receivers of information to being contributors:
1. It is the faculty mentor’s responsibility to provide an environment in which the students can make this transition
2. The faculty mentors serve as leaders at the outset of the investigation – assigning reading, other tasks, and generally setting the tone for the entire program
3. Students learn that their subject/project is not as complete and finished as they might have thought – there are new questions to ask and answer, and known results to extend
4. In the latter stages of the program, students should be able to work with more independence on original work
5. By the end, the student should have more control of the direction of the program, and faculty mentors and students can work together like colleagues
* Exposes students to the tools and/or methodologies of the discipline or interdisciplinary endeavor, for example: problem selection, literature searches, background reading, experiments, creative practice, etc.
* Provides effective and meaningful student-faculty interaction:
1. Students should maintain a thorough understanding of their specific responsibilities, and the tools and resources available to successfully fulfill those responsibilities
2. Faculty mentors participate fully in all aspects of the summer experience of the students
3. Faculty mentors hold frequent and regularly scheduled meetings with the students and are available as often as needed
* Provides a cooperative and non-competitive environment in which the students can learn and engage in active scholarship
* Provides experiences and information that can help students make decisions about their futures in their field or interest area
* Provides direction to enhance and reinforce the students’ discipline-specific or interdisciplinary methodology and skills
* Enhances students’ communication skills:
1. Provides opportunities for students to share their work in oral and written forms - building their confidence and independence
2. Provides plenty of feedback - evaluation of progress, comments/suggestions on writing and oral presentations, discussion of the potential or future aspects of the project
3. Teaches students that almost as important as the research itself is the ability to explain and present it clearly and effectively
* Helps students establish collaborations with others interested in or involved with their research/topic/creative project
* Learns and respects students’ personalities and styles of work, understands their expectations, and is transparent with them about what the work is going to be like
* Remembers that one of the most valuable lessons the students can learn is uncertainty. While students may be very interested in discovering and knowing an answer, faculty understand that discovering answers often leads to more questions
* Requires patience