

## **CALL FOR FACULTY-MENTORED RESEARCH SUMMER 2020 & ACADEMIC YEAR 2020-2021**

### **Definition**

According to the Council of Undergraduate Research (CUR), an organization well-recognized as the leading international voice and resource for undergraduate research, scholarship, and creative activities and one that Southwestern is a member of, faculty-mentored research is defined as an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.

### **Context**

Southwestern values student engagement with faculty in original research and creative works. Two of our most innovative and successful programs--Faculty-Student Projects (FSP) and SCOPE--support that engagement and fall under the broader category of Faculty-Mentored Research.

The FSP program funds a range of faculty-student projects including but not limited to laboratory research, archival research, research in preparation for honors theses or other significant student projects, and projects in the studio arts, music and theatre. Projects may involve collaborative faculty-student research, faculty supervised undergraduate research, or intensive projects in the arts, music and theatre. The goal is to accommodate different types of faculty-student projects aimed at improving student learning and strengthening faculty teaching and/or scholarship. The program pays faculty and student project expenses during the academic year. For up to eight summer weeks, the program pays faculty and student stipends, student housing, project expenses, travel and other items related to the particular project.

The SCOPE program also involves faculty supervised undergraduate research and intensive collaborative projects in all disciplines from all academic areas. For eight summer weeks, the program pays faculty and student fellowships (stipends), provides student on-campus housing, funds project supplies, and provides a budget for travel.

### **Aim**

The purpose of this call is to add clarity by bringing FSP and SCOPE under a single category and process, recognizing and appreciating that at Southwestern University, both opportunities for close work between faculty and students fall under the broad heading of "faculty-mentored research." Due to the current, on-going structure of these programs and the sort of work that they facilitate, FSP and SCOPE are typically conducted and funded during the summer months. What follows are the details and expectations for both programs, from inception to application and execution.

### **Guiding Principles and Best Practices**

Guiding Principles of Faculty-Mentored Research at Southwestern, developed from CUR and the extensive scholarly literature on high-impact practices, include:

- *Constant, on-going interaction* between faculty and students.
  - This might consist of regularly scheduled in-person meetings and/or collaboration (e.g. parallel streams of research) daily or even more frequently, especially at the start of a project. The Awards and Honors Committee is willing to consider

creative, flexible approaches to constant interaction, however these must be clearly defined.

- *Intentional structure* designed to bring the research community together for shared experiences, both professional and social in nature.
  - For SCOPE, this takes the form of “SCOPE Mondays” (previously “Mad Science Mondays”) where students meet to share preliminary findings and learn from guest speakers with expertise in areas such as presenting posters, publishing, and graduate school resources. For FSP, this element largely depends on the particular project and discipline, however there are still similar vehicles for shared experiences, including de-briefs at the end of each week, informal discussions among students engaging in faculty-mentored research at the same time (with the same or different faculty members), and arranging meetings with other experts on the same or related topics—for example, a faculty member at another university near where the research is being conducted. Faculty should discuss how their students will engage in these shared experiences.
  
- Opportunities for students to *disseminate* the research they conducted
  - SCOPE Open House
  - Research and Creative Works Symposium
  - Faculty and student(s) travel together to present at an academic conference (funding is available for this opportunity)
  
- *Student learning is paramount, inclusive, and enriching* - As CUR puts it, “just as the diversity among disciplines and types of institutions enriches the higher educational landscape, so it is that a broad, inclusive undergraduate research initiative enriches student learning.”
  - Much as when designing a course, faculty should consider “student-learning outcomes” or “objectives,” when designing their projects for SCOPE or FSP. In other words, faculty should articulate what they want students to learn, know, and do, as well as how they will achieve that learning, knowing, and doing. Conversely, SCOPE and FSP are student-centered and emphasize student agency, encouraging students to take part in drafting or revising those outcomes or objectives. The process should be intentional and collaborative.
  
- *A true ownership of an integral piece of the project, and/or a partnership* on the whole project.
  - This is where FSP/SCOPE differs from the Research Assistantship (RA) program. In the latter, students assist faculty members in conducting their research, but do not take ownership of the project—even if the intent is that they learn a great deal about the research process along the way. Similarly, neither SCOPE nor FSP is the same as a traditional class, a May Term class, or an Independent Study. These opportunities may also take place during the summer,

yet are wholly different and distinct from SCOPE and FSP, which require much more in the way of faculty-student mentorship.

- *Intentional, specific reflection on research experience*
  - After the program ends, students will be required to submit a brief (one-page) reflective cover letter that explains their experiences in SCOPE or FSP and how those experiences pertain to their study at Southwestern and their path beyond it.

**SU Faculty-Mentored Research Programs - Key differences between SCOPE and FSP**

	<b>SCOPE</b>	<b>Faculty-Student Projects (FSP)</b>
Total Time Commitment (Faculty and Students)	8 weeks, for \$4,000 faculty stipend (pro-rated if faculty members will be away from campus during the program)	Flexible length, depending upon the project, maximum of 8 weeks (faculty receive a stipend of \$500 per week, maximum of \$4,000 for 8 weeks)
Structure	Students form a single SCOPE “cohort,” facilitating community building and identity	Faculty are encouraged to consider opportunities for their students to engage with other student researchers/artists
Student Researchers	A team of at least 2 students	Number of student researchers has ranged from 1 to 6 or more
Faculty Eligibility	Tenured and tenure-track faculty members, three-year visitors, Mellon Teaching Fellows, and academic affairs staff with faculty rank from any discipline may apply for a wide variety of projects, but faculty must be able to participate during the program’s eight-week window, generally running from mid-May to mid-July	Tenured and tenure-track faculty members, three-year visitors, Mellon Teaching Fellows, and academic affairs staff with faculty rank from any discipline may apply for a wide variety of projects
Student Eligibility	Current students (rising sophomores, juniors, and seniors)	Current students (rising sophomores, juniors, and seniors)
Student Selection Process	Faculty and students are matched using preference sheets; please see below for details on the matching process	Faculty select student(s)
Student Housing	Optional for students, though strongly encouraged (funded at \$25 per day, per student)	Optional for students, though encouraged to facilitate close interaction between students and

		faculty (funded at \$25 per day, per student)
Research Location (where the work takes place)	Must be on campus or local	May take place anywhere, depending upon the project, however faculty are strongly encouraged to work in-person with their students
Supply Budget	Supply budget capped at \$2000	No cap on budget request
Conference Travel Budget	Travel to present at a conference (faculty propose a budget for their expected needs, up to \$600 per student and up to \$1,200 for the faculty mentor)	Travel to present at a conference (faculty propose a budget for their expected needs, up to \$600 per student and up to \$1,200 for the faculty mentor)
Faculty Mentors	One faculty member per research team	Can have multiple faculty members participate on one project
Reflection	Students are required to submit a 1-page reflective cover letter at the completion of SCOPE; they are also required to write a thank you letter to SCOPE donors	Students are required to submit a 1-page reflective cover letter at the completion of FSP
Public Presentation (at Southwestern)	Students present at the SCOPE Open House in the fall semester after their summer research and at the Research and Creative Works Symposium	Students present at the Research and Creative Works Symposium
Public Presentation (beyond Southwestern)	Faculty are encouraged to present their work with students at venues outside of SU	Faculty are encouraged to present their work with students at venues outside of SU

**Who is eligible to apply?**

- **For SCOPE or FSP:**
  - Tenured and tenure-track faculty members, three-year visitors, Mellon Teaching Fellows, and academic affairs staff with faculty rank may apply
  - All disciplines are encouraged to apply
  - Projects may include, but are not limited to, laboratory research, archival research, research in preparation for honors theses or other significant student projects, and projects in the studio arts, music and theatre
- **For SCOPE ONLY:** Faculty must be able to participate during the program's eight-week window, generally running from mid-May to mid-July

**What expenses are covered?**

- **For SCOPE or FSP:**
  - Faculty stipend -- Summers only -- \$500 per week for up to eight weeks, \$4,000

maximum for eight-week projects (SCOPE faculty must commit to the full eight weeks and, in exceptional cases, compensation will be prorated if faculty must miss a small portion of the program; FSP faculty may decide on the length of the project, which will determine the stipend amount)

- Student fellowship -- Summers only -- \$375 per week for full-time work (40 hours per week) up to eight weeks, \$3,000 maximum for eight-week projects (SCOPE students must commit to the full eight weeks; FSP faculty may decide on the length of the project, which will determine the student fellowship amount)
- Student on-campus housing -- Summers only -- on-campus housing is charged at a rate of \$25 per day, per student for up to eight weeks/56 days, \$1,425 maximum (SCOPE students are expected to live on-campus unless they have exceptional circumstances; funds for off-campus housing are not available)
- Faculty and student travel for presentation of the work outside of Southwestern (faculty propose a budget for their expected needs; student travel is capped at \$600 per student and \$1,200 for the faculty mentor. Students are encouraged to apply to the Fleming Fund to supplement conference travel if necessary)
- Please note that all funds are subject to change due to budget adjustments
- **For SCOPE ONLY:**
  - Supply Funds (faculty propose a budget for project needs; SCOPE supply budget is capped at \$2,000 maximum for 2 students and SCOPE travel or supply funds should not be used to purchase food or pay for commuting expenses)
- **For FSP ONLY:**
  - Faculty and student travel required for the project (food is limited to \$25 per day; hotel expenses are limited to \$125 per day)
  - Faculty and student research expenses other than travel (may not be used to purchase food or pay for commuting expenses)

### **Application Process**

Faculty may apply for either SCOPE or FSP (not both), depending upon what best suits their project. The application procedure for both programs is nearly identical and includes **four parts**. To be considered complete, each application must include the following:

#### **(1). Google Form** (replaces the internal Grants Coversheet)

- Available on the Dean's Internal Funding Webpage

#### **(2). Project Narrative** (no more than three single-spaced pages; should address the following items in this order and be clear as well as accessible to those outside your field)

- **FOR SCOPE or FSP:**

- Project title, names, and contact information for all project participants
- Description of the project and its significance
  - Faculty should emphasize the research questions (broadly defined) that the project intends to answer, thereby showing that this is more than a class that teaches about research
- Describe faculty and student roles and activities in the project, with an emphasis on the collaborative nature of faculty-student interaction and what the mentorship relationship will look like
  - If you will be carrying out other work over the summer in addition to SCOPE/FSP, whether that means teaching (e.g. Independent Study,

- May Term, etc.) or research (with or without students), please explain how you will organize your summer so that you can devote enough time to each of your commitments
    - Proposed project outcomes, including a commitment to present the project results to the Southwestern University community, within a year and one-half from the date of the award
      - Faculty are also encouraged to present their work with students outside of the University; please speak to the likelihood of doing so, given your field and project
    - Student learning objectives
    - Brief project timeline
    - If you have received funding for this project in the past, specify the funding received and the faculty and student outcomes achieved with this funding (articles, exhibits, performances, presentations, etc.)
  - For **SCOPE ONLY**:
    - Students are matched with faculty members according to the following process (no need to comment on this in your application)
      - Students submit applications and a copy of their transcript, indicating their preferred mentors
      - Mentors receive the applications of students who have requested to work with them and rank-order them
      - Mentors are matched with the student they have ranked highest
      - The other student placed with each faculty mentor may be selected for reasons that are consistent with the overall goals of the summer research program
      - Faculty are notified about the SCOPE scholars who have been selected to work with them (and will have the opportunity to discuss that selection) prior to sending any acceptance notifications to students
  - For **FSP ONLY**:
    - If possible, please name the students that you hope to work with

**(3). Budget** (no more than one, single-spaced page; should address the following items in this order) -- **please itemize and justify each of the following** (including student housing: if you are recommending that students live on campus, please explain the necessity of this arrangement). **Take care to ensure that you include an itemized budget and justification in each category of funding for the program to which you are applying; details for each category may be found above, in the “*what expenses are covered*” section:**

- For **SCOPE or FSP**:
  - Faculty stipend(s)
  - Student fellowship
  - Student on-campus housing
  - Faculty and student travel for presentation of the work outside of Southwestern (if any)
  - If other funding, internal or external, applies to this project, specify how those funds will be used
  - Please note that all funds are subject to change due to budget adjustments
- For **SCOPE only**:
  - Supply funds (faculty should list necessary supplies with approximate prices)

- For **FSP only**:
  - Faculty and student travel required for the project (list hotel and airline costs)
  - Faculty and student research expenses other than travel

**(4). CV**

- Please submit a current CV along with your application

An Outcome Chart is no longer required; in lieu of one, please make sure to specify previous funding received for this project and related outcomes (as described in the project narrative section above).

**Please note that the Awards and Honors Committee will not consider incomplete or late applications.**

**The deadline for proposal submission is Friday, 25 October 2019 at 5:00 pm.** Funds will be available the day after Commencement. Project work must be completed before 30 April 2021 for FSP and SCOPE (for SCOPE, the supply budget must be spent by 30 September 2020). Please submit the required Google Form online and send proposal, budget, and CV via e-mail to Barbara Jean ([jeanb@southwestern.edu](mailto:jeanb@southwestern.edu)). SCOPE faculty must submit a one-page report of SCOPE activities and outcomes by 31 May 2021. Please direct any questions about FSP to the Dean of the Faculty ([gaundera@southwestern.edu](mailto:gaundera@southwestern.edu)) and any questions about SCOPE to the SCOPE Coordinator, Ben Belz ([belzb@southwestern.edu](mailto:belzb@southwestern.edu)).