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*All content of this handbook is subject to change. McNair Scholars Programs are funded by Grants from the U.S. Department of Education.*

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TRIO Mission Statement

The TRiO Program of Texas A&M University, Commerce is designed to assist low-income and first generation college students with a quality education. Our goal is to ensure that each student is provided with quality tutorial assistance, college and career counseling, financial literacy, scholarship, leadership skills, and character. We prepare students with the necessary knowledge and skills to become successful in college and in their chosen career fields.

McNair Scholars Program

The McNair Scholars Program is a federal TRIO program funded at 194 institutions across the United States and Puerto Rico by the U.S. Department of Education. It is designed to prepare undergraduate students for doctoral studies through involvement in research and other scholarly activities. McNair participants are either first-generation college students with financial need, or members of a group that is traditionally underrepresented in graduate education and have demonstrated strong academic potential. The goal of the McNair Scholars Program is to increase graduate degree awards for students from underrepresented segments of society (http://mcnairscholars.com/about/).

Texas A&M University, Commerce Mission Statement

Texas A&M University, Commerce nurtures and educates for success through access to academic, research, and service programs of high quality.

McNair Scholars Programs are funded by Grants from the U.S. Department of Education.
Welcome Letter from the TRiO Director

Congratulations on your acceptance into the Ronald E. McNair Scholars Program at Texas A&M University, Commerce! We are looking forward to a hard-working, positive relationship with each of our Scholars. Our Program is located at Room 302 Halladay Building. My name is Veronica Reed and I am both the Program Director and the Director of TRIO Programs here at Texas A&M University-Commerce. Deirdre R. Hill is the Assistant Director (AD) of our program. You can reach each of us by telephone or email at the contact information found on page two of this handbook. This Handbook and our website will provide information for many different activities and connect you to other agencies on our campus. Feel free to contact us or schedule an appointment to meet with myself or the other McNair Staff members any time.

Texas A&M University-Commerce is proud to be one of several hundred recipients of federally funded Ronald E. McNair Post-baccalaureate Achievement (McNair) program awards. This program was established in honor of Dr. Ronald E. McNair, the second African American to fly in space, who died tragically in the space shuttle Challenger in 1986. As one of several TRIO Programs, the McNair Scholars Program is federally funded by The Department of Education. It is specifically designed to prepare students for doctoral studies through involvement in research and other scholarly activities. McNair participants are from disadvantaged backgrounds and have demonstrated strong academic potentials.

Texas A&M University-Commerce McNair Scholars Program is dedicated to help participants complete their undergraduate requirements, encourage entrance into graduate school, and tracking Scholars’ academic progress through to their successful completion of advanced degrees. The goal of our program is to increase the attainment of Ph.D. degrees by students in all disciplines from underrepresented segments of society, low income, and first generations groups respectively. To find out more eligibility Requirements and Application processes in the Program, visit our website: http://web.tamu-commerce.edu/studentLife/campusServices/trioPrograms/mcnairAchievementProgram/default.aspx

In the words of Dr. McNair: “Whether or not you reach your goal in life depends entirely on how well you prepare for them and how badly you want them. Stretch your wings and fly to the sky.” Ronald E. McNair, Ph.D.

Wishing each of you the best!

Veronica Reed, MS-Counseling
Texas A&M University-Commerce, TRiO Program Director
TRiO Programs-A Brief History

Federal TRIO Programs-The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students, and students with disabilities to progress through the academic pipeline from middle school to post baccalaureate programs. TRIO also includes a training program for directors and staff of TRIO projects and a dissemination partnership program to encourage the replication or adaptation of successful practices of TRIO projects at institutions and agencies that do not have TRIO grants.

TRIO PROGRAMS:
Educational Opportunity Centers:-Educational Opportunity Centers (EOC) provide financial aid information, application assistance and neutral college access services to low-income, first generation adults of all ages (veterans, displaced or underemployed workers, eligible immigrants, and school stop-outs receive priority).

Ronald E. McNair Postbaccalaureate Achievement-See information provided.

Student Support Services (SSS)-The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

Educational Talent Search-Works with junior high through high school students (6th thru 12th grade) to stay in school, while providing academic, social, financial, and career counseling.

Upward Bound-Prepares high school students and veterans for success in postsecondary education. Types of projects include regular, Veterans and Math and Science Centers. Regular project services include a summer instructional component; instruction in subjects including mathematics through pre-calculus, laboratory science, and foreign language, mentoring programs, counseling, and exposure to cultural events.

Upward Bound Math/Science-The goal of the program is assisting high school students to recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession.

Veterans Upward Bound-Must provide instruction in mathematics through pre-calculus, laboratory science, foreign language, composition and literature. Projects may also provide short-term remedial or refresher courses for veterans who are high school graduates but have delayed pursuing postsecondary education.
The McNair Scholars Program provides services to assist our scholars reach their academic, research, and professional potential. Our program provides support services, activities, and experiences that represent an investment in your future. We are committed to seeing our scholars succeed and in return, expect a firm commitment from each of you. We look forward to working with scholars and faculty and assisting scholars achieve their academic, professional, and personal goals http://mcnairscholars.com/

McNair Scholars receive encouragement to take advantage of the various services offered through the program. The McNair Scholars Staff will provide or arrange to provide the following services to our Scholars:

- Scholarship Assistance
- Career and Personal Assistance
- Assistance with applications for Graduate School, fellowships, and scholarships
- Printing and copies of materials needs for academics/conferences
- Letters of Recommendation
- Tutoring
- Financial Aid Assistance and Financial Literacy
- GRE Test Preparation
- Faculty Mentors
- Research Opportunities
- Assistance with Graduate School Admissions
- Summer Program Research/Internship Stipends
- Graduate School Fairs/Cultural Activities
- Resume Cover Letters, CVs, etc.
- Local/State/Regional/ National Conferences
- Publication of your research in the McNair Scholars Program Research Journal, Texas A&M University, Commerce
- Annual Publication of the Scholars Report, which is disseminated to the University Community
- Facebook page: www.facebook.com/tamucmcnair.com
Welcome to the Texas A&M University McNair Scholars Program

Texas A&M University-Commerce is proud to be one of several hundred recipients of federally funded Ronald E. McNair Postbaccalaureate Achievement (McNair) program awards. This program was established in honor of Dr. Ronald E. McNair, the second African American to fly in space, who died tragically in the space shuttle Challenger in 1986. As one of several TRiO Programs, the McNair Program is federally funded by The Department of Education. It is specifically designed to prepare students for doctoral studies through involvement in research and other Scholarly activities. McNair participants are from disadvantaged backgrounds and have demonstrated strong academic potential. Texas A&M University-Commerce McNair Scholars Program is dedicated to helping participants complete their undergraduate requirements, encouraging their entrance into graduate programs, and tracking their progress through to their successful completion of advanced degrees. The goal of McNair is to increase the attainment of Ph.D. degrees by students in all disciplines from underrepresented segments of society. To find out more about eligibility requirements for our Program please use the associated links for Eligibility Requirements and Application in the Program website: http://web.tamucommerce.edu/studentLife/campusServices/trioPrograms/mcnairAchievementProgram/default.aspx
Ronald E. McNair, PhD rose from abject poverty to become an outstanding student and graduated magna cum laude with a Bachelor of Science degree in Physics from North Carolina A&T State University in 1971. He earned a doctor of philosophy degree in physics from Massachusetts Institute of Technology in 1976. However, his talents were not limited to his scientific exploits. He was also a 5th degree black belt Karate instructor and a performing jazz saxophonist, and enjoyed running, boxing, football, playing cards, and cooking.

As a physicist at Massachusetts Institute of Technology, Dr. McNair performed some of the earliest development of chemical HF/DF and high-pressure CO lasers. Following graduation from MIT in 1976, he became a staff physicist with Hughes Research Laboratories in Malibu, California. His assignments included the development of laser technologies for satellite-to-satellite space communications, the construction of ultra-fast infrared detectors, ultraviolet atmospheric remote sensing, and the scientific foundations of the martial arts.

He was selected as an astronaut candidate by NASA in January 1978, and flew as a mission specialist in 1984. Dr. McNair died on January 28, 1986, during the explosion of the space shuttle Challenger but continues to serve as a role model and source of inspiration for new generations of students.

“True courage comes in enduring, preserving the preparation and believing in oneself.”
Ronald E. McNair, Ph.D.
Program Components of the McNair Scholars Program at Texas A&M University-Commerce

1. Expose each Scholar to the research experiences by paring them up with a faculty mentor in their field of study.

2. Provide Scholars with resources and information in preparation for graduate school, followed by doctoral school.

3. Allow Scholars to compete and work with their faculty mentor in the creation, editing, and presentation of a scholarly research proposal. Scholars can accomplish their research goals by either Volunteer Research and/or by completed their Summer Research Program. Once their proposal is approved, the Scholar will work closely with their mentor to research, write, edit, and present their findings to the Program and regional/national conferences.

4. Scholars will prepare a final paper of their research for future publication into our McNair Scholars Publication journal, with the possibility of having their findings published nationally in their chosen field. Also, students will successfully complete their Graduate School admissions to the school of their choice, while ensuring and secure financial aid, and other resources to fund their post baccalaureate studies.

5. Finally, mentors will actively identify and recruit potential students into the McNair Scholars Program. Mentors will also assist in the review of applications and selection of Scholars by the TAMU-Commerce McNair Advisory Committee.

Ultimately, the goal of each McNair Faculty Research Mentor is to provide research project, guidance, and preparation for graduate school assistance to an assigned McNair Scholar(s) for the purpose of preparing the Scholar for entrance and successful completion of a doctoral degree program. For additional resources on mentoring please access the following titles from the Committee on Science, Engineering, and Public Policy (COSEPUP) available online (http://sites.nationalacademies.org/PGA/COSEPUP/index.htm), keeping in mind that even though science may not be your field the information is pertinent to multiple disciplines:

Reshaping the Graduate Education of Scientists and Engineers: http://www.nap.edu/catalog.php?record_id=4935
Academic Integrity and Plagiarism

Plagiarism - According to the Texas A&M University, College Station Honor System Office, plagiarism is "The appropriation of another person's ideas, processes, results, or words without giving appropriate credit." Plagiarism is just one form of academic misconduct; plagiarism and cheating are perhaps the most commonly practiced.

The most prevalent form of plagiarism occurs when a writer neglects to credit the author textual sources in a term paper or writing assignment. Plagiarism applies to written or electronic text found in books, journals, magazines, newspapers, web sites, etc. However, it also pertains to visual documents such as photographs, charts, graphs, drawings, statistics and material taken from lectures, interviews or television programs. In other words, it covers all created sources.

Avoiding Plagiarism - Less experienced writers may commit plagiarism as a result of an incomplete or poor knowledge of citation and documentation standards or because they are incorporating standards from one field or culture inappropriately into another. Inexperienced writers may also be unsure of the difference between direct quotation, paraphrasing, and summary. Poor note taking habits may also lead to plagiarism.

It is your responsibility as an author, and yours alone, to acknowledge and document your sources. In other words, if you use another person’s ideas or words, you must tell the reader which words or ideas you borrowed, from whom, and where he or she might find the text you used.

Plagiarism Guidelines - Any time you use ideas or words that appear in a document written by someone else, you must formally reference that work (document), even if it is not something that has been published. Whether the ideas were written about by a recognized expert in your field, or by a person who is “unknown” (for example, another student whose paper is unpublished), you must cite any words or ideas that did not originate with you.

If you paraphrase (put into your own words) another person’s ideas, you must still provide a reference citation. Be careful that your paraphrasing is not so close to the original that it would be better to simply use a direct quotation with quotation marks. (Leaving off quotation marks is a large error, even if you have made a parenthetical reference at the end of the sentence or passage; you could face a charge of plagiarism for such an omission.)

If you are given an example or model of the work (such as a lab report) that you are going to produce, you may use the format to guide your own work, but you should not use any portion of the text or ideas in your own work (except for well-known and accepted phrases and terms used in your field), unless you cite the example in your own written report. If you plan to quote or paraphrase an example or model provided for you by your instructor, make sure that they will allow you to use the example in this way. (Typically, they will want you to write it in your own words and using your own ideas.)

Researchers should cite themselves when they are building upon previous research. This clarifies what information is new and where the previous information is published. While students need not cite their own previously written papers, standards of academic honesty would indicate that they should refrain from submitting the same paper in another course, without the permission of the instructor.

For complete information on academic dishonesty, please check the link below (Courtesy of Texas A&M University).
Mentor Eligibility and Responsibilities
At TAMU-C both Faculty and Staff can serve as mentors, provided that they demonstrate expertise for an applicable discipline and have a proven track record substantiating the qualities that support mentorship. Though a doctorate is preferred, a terminal degree in the mentor’s area of expertise at the Masters’ level or higher and/or significant experience in the field is acceptable (e.g. advanced computer technological skills or reviews of literature/social sciences).

Faculty Mentor’s Responsibilities-McNair Scholars credit their Faculty Mentors, Rightfully, as vital to their success with the Summer Research Internship and their overall progress towards graduate study. Faculty Mentors assist Scholars in developing professional work habits, research skills, and relationships conducive to future doctoral pursuits. Faculty Mentors’ collaboration with McNair staff, who provide administrative support, also contributes greatly to the effective operation of the program overall. Faculty Mentors’ specific responsibilities include the following.

1. Facilitating the Scholar’s research and other Scholarly work
   ➢ To provide direct supervision and weekly support for the McNair Scholar from the onset of an agreed research project and assigned Scholar.
   ➢ Assist the Scholar to identify realistic goals for the research
   ➢ Provide students with preliminary readings from juried publications such that the student gets a —head start in the research process
   ➢ Assist the Scholar in developing hypotheses, methodologies, and means for collecting data for the research project.
➢ Meet with Scholars on a regular basis and assistant in the interpretation of data

➢ Hold the Scholar accountable for time, quality of work, and effort

➢ Evaluate the Scholar’s overall performance (and the program’s effectiveness)

➢ Report to the McNair staff any needs or concerns regarding the Scholar or the progress of the research

➢ Submit completed Time and Effort forms to account for hours spent with Scholars and to validate payment of stipend

➢ Directly supervise the research, the poster creation and presentation, and the submission of a research paper to the McNair Program office

➢ Assist the Scholar in preparing and submitting abstracts for presentation at discipline specific conference, or for journal publication in his/her chosen field

2. Promoting a professional relationship with the Scholar

➢ Become acquainted with the Scholar as an individual, to facilitate effective mentoring of the student as a developing Scholar within his or her field

➢ Provide an open learning environment, to facilitate the Scholar feeling comfortable in approaching and asking the Mentor questions

3. Fostering the Scholar’s general intellectual development and preparation for Graduate Studies

➢ Share information on graduate programs with the Scholar and encourage him or her to pursue graduate (especially doctoral) degrees

➢ Advise and provide feedback to Scholar regarding the Statement of Purpose for graduate school applications

➢ Write letters of recommendation for Scholars applying to graduate school or for graduate funding

➢ Demonstrate a sincere interest in the intellectual development of the Scholar

➢ Encourage the Scholar to think critically and respect different points of view

➢ Point out readings with which the Scholar should be familiar

➢ Inspire the Scholar to set and reach new academic heights and goals

➢ Introduce the Scholar to departmental activities and professional organizations

➢ Help the Scholar submit a proposal to present at a professional meeting and/or take the Scholar to a professional conference
➢ Involve the Scholar in reviewing manuscripts or preparing grant proposals

4. Participating in McNair Scholars Program events
➢ Show an active interest in assisting Scholars in presenting data at and attending Research conferences, workshops, seminars, and symposium presentations
➢ Assist the McNair Scholars Program Office in coordinating Enrichment Activities
➢ Attend the Mentors Roundtables, and other events

To Be or Not To Be A Mentor?
The McNair Program staff considers mentoring to be an essential benefit to the McNair Scholars. Mentoring is effective. Career achievement is often linked to the establishment of a strong mentoring relationship. Most successful people can point to a mentoring relationship with an accomplished individual early in their careers as an inspirational force, motivating them to pursue and accomplish professional goals. For example, studies of nontraditional students in graduate programs have found that the presence of a strong mentoring relationship, or the lack of one, is the primary factor in predicting the student’s success in completing a Ph.D. program.

Role of the Mentor

A mentor serves as a role model for the Scholar in the process of defining and setting professional and personal goals. A mentor is a resource, providing information about opportunities, procedures, methodologies, customs, and expectations of the professional and academic world. A mentor is a counselor offering advice, encouragement, and feedback. A mentor is an advocate with an interest in furthering the Scholar’s academic and professional career. The mentoring relationship provides a teacher, a sponsor, a guide, an advisor, a confidant, and a respected friend to the Scholar.

In attempting to meet these needs and accomplish the goals of the McNair Program, it is easy to see that our most valuable ally is the mentor. Working with the McNair staff, the research mentors can counsel the student about these areas.

Faculty Mentor Benefits
Mentors will receive payment on an 11 month-contract with their mentee for the entire Summer Research Internship (pre and post work related to the Summer Research is included in the payment). Please speak with Ms. Veronica Reed, TRiO Program Director (903) 886-5836 regarding payments and contracts. Please do not hesitate to contact the McNair Director or the Assistant Director, Deirdre R. Hill (903) 886-5466 if questions or concerns arise as you work with your Scholar(s).

Mentors may also benefit from:
▪ Shared student resources such as TAMU-C support for approved research associated purchases (project related books, software, supplies, etc.)
▪ Support for accompanying your student travel for presentation and participation
▪ Off-site symposia; this alleviates having the mentor shoulder financial.
▪ Responsibility for student support, however, mentors are expected to seek funding through faculty development opportunities or other sources
▪ Potential for publication in our in-house McNair Scholars Journal
▪ Potential for mentorship awards
All software and small equipment purchases made through research funding becomes the property of the University and must be given to the Program Office upon completion of the research.

Parameters for Determining Good Matches in Research Guidelines for Students and Mentors (from the Student Handbook)

Here are some steps in determining whether or not the Volunteer Research will be beneficial to a scholar.

Following the suggestions of a “match” from the Program Office the Scholar should contact the prospective Mentor by telephone or email and set up a mutually convenient time for an interview. Scholars please use proper behavior and having attire is important for first impressions.

During the interview, both Scholar and Mentor should do the following:

- Review the required forms together to become familiar with the components of the Volunteer Research opportunity or Summer Research project
- Discuss expectations such as duties, hours, behavior, goals etc.
- 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 write and present a PowerPoint presentation? Both the Mentor and Scholar should not make assumptions regarding expectations. Discussion and clear directions will help avoid confusion and misunderstandings.
- Scholars should be prepared to discuss and/or present portfolio information such as current GPA and previous work skills
- Mentors should identify specific skills and assignments that the Scholar will tackle, keeping in mind that a mid-point assessment, daily journal and skills transcript are necessary for stipend.
- If both the Scholar and the Mentor are satisfied that a working situation can be established you may fill in the Volunteer Research Scholar-Mentor application and return it to the McNair Scholars Program Office. Alternatively, if this is a Summer Research project the correct packet must be used. A contract will be prepared for signatures of both parties.

Research Stipends (and any additional research stipends, if funding is available each year) for Scholars and for Mentors are paid after the cumulative completion of 250 hours if documentation is submitted in time for pay dates on or near the first of the month (see Program Calendar). Otherwise, stipends will be paid out by the next pay date. No pro-rated stipends will be paid for unfulfilled benchmarks (e.g. less than the blocks of time specified above).

The TRiO Program Office reserves the right to terminate any Volunteer Research and Summer Research at any time for non-compliance with Program policies or for reasons determined by the TRiO Program Director.
**Perceived Needs of McNair Candidates**

Over 70% of TAMU-C undergraduate students are first generation/low income University-bound scholars. Many lack a family tradition that supports, encourages, and plans for graduate education. Therefore, most first-generation University students tend to pass through their University careers with little thought of a graduate degree and its benefits. As such, graduate school programs and the idea of earning a doctoral degree can be remote and foreign. Students with these mindsets are often afraid to ask questions about opportunities. They may also be intimidated by the requirement to perform research.

Getting into graduate school requires a great deal of preliminary planning, knowledge about requirements, and awareness of procedures. It is a complicated process that can seem overwhelming without specific information. It is this need for expert advice concerning the “how’s” and “why’s” of graduate education that the McNair Program was created to remedy.

*The McNair Scholars Staff identified several informational “needs” to address in the process of encouraging and enabling McNair Scholars to pursue the goal of earning a doctoral degree.*

**Desired skills and attributes of a successful McNair Scholar**

- When mentoring a McNair Scholar, why not refer to the quick examples listed below of several graduate school success skills that may be essential and desirable.
- McNair Scholars should have the ability to recognize and solve linear relationships.
- McNair Scholars should have the ability to apply sequential logic when solving quantitative problems.
- McNair Scholars should have the ability to engage in verbal/written analysis of information when presented in a problem-solving paradigm.
- McNair Scholars should have the ability to process, absorb and organize large quantities of complex data.
- McNair Scholars should have the ability to engage in and benefit from consensus thinking.
- McNair Scholars should have the ability to recognize issues/trends relative to Scholar’s field of study.
- McNair Scholars must adhere to specific professional ethics as researchers.
- McNair Scholars must have a willingness to accept/incorporate written and verbal critiques of his/her research.
- McNair Scholars must have the ability to adhere to benchmarks and deadlines imposed by research funds sources.

**Some Practical Suggestions for Research Mentors**

- Lay out expectations clearly and early. Set regular meeting times with your Scholar. For example: provide a framework for a successful mentoring alliance.
- Do not expect the Scholar to adhere to unspoken or unwritten rules even though they may seem like common sense to more experienced researchers. Common sense can only develop through familiarity.
- Research with undergraduates is a very slow process. Be patient and inflate timelines.
- Clarify expectations about how much time and effort is necessary to complete the research.
- Meeting in person is so much more beneficial; e-mailing is messaging, not mentoring! For example, be an active advisor. Talk about your graduate school, career and research experiences because this can open lines of communication between you and your Scholar.
- Be aware of resources for referrals, and know how and when to make them.
• McNair Scholars are interested in doctoral study so please introduce your Scholar to other faculty members and more advanced students. For example, this helps the Scholars feel welcomed in the research milieu. Make it clear that the Scholar is qualified to be there. This is especially important for members of traditionally underrepresented groups.
• Suggest readings you think will be of interest to the Scholar and discuss them with him/her.
• Contact potential graduate schools and former colleagues and tell them about your Scholar.
• Make a formal or informal recommendation for the student to faculty at other institutions.
• Assist your Scholar in defining and articulating goals in preparation for writing the personal statement for graduate school applications.
• Without sacrificing research standards, show some flexibility in regard to dealing with special problems that the low-income student may have in carrying out the research.
• Share a cup of coffee, cocoa, or a meal informally to discuss research or graduate school plans (optional).

**Helpful Semester Checklist** - Mentoring undergraduate researchers is the most important aspect of research for the McNair Scholars. This is especially true in the data gathering and writing phases of the Scholar’s research. In order to create a successful and intellectually stimulating experience for both Scholars and research mentors, we have created four seasonal checklists.

**Winter break checklist**

• Attend the Winter Mini Mentor Orientation in January prior to meeting with the Scholar.
• Once paired with a Scholar, Mentors should discuss ideas about his/her original research interests and your own ongoing research.
• Ask your Scholar if they have taken any research course(s) If no, then he or she is limited to a Volunteer Research upon successful completion of a research course. If yes then you can develop an actual research project with the scholar.
• Have you identified possible research topics with your scholar?
• Is your Scholar able to formulate a research hypothesis?
• Have you guided your Scholar in a literature search for at least 6 articles from primary sources?
• Will your project deal with surveys or evaluations of human subjects? Will it require approval from the Institutional Review Board (IRB)? If so please read the section on the Texas A&M University, Commerce IRB (link from website: [http://web.tamu-commerce.edu/academics/graduateSchool/faculty/humanSubjectsIRB/default.aspx](http://web.tamu-commerce.edu/academics/graduateSchool/faculty/humanSubjectsIRB/default.aspx))
• During the winter break, mentors should carefully outline the research proposal with their Scholar. Define realistic goals and timeframes, prior to the spring semester. Be flexible and assist the scholar with realizing that your time as a mentor is filled with instruction, grant writing, research, and other scholarly activities each semester.
• Be direct with your Scholar. Mentors should work closely with their Scholar, initially meeting early in the winter to formulate the research proposal, the literature review, determine the research methodology and discuss the Scholar’s responsibilities in data gathering (if necessary depending on the research proposal).
• Mentors should demonstrate sincere interest in the intellectual development of the Scholar.
• Mentors should always be supportive and encouraging. Offer positive and constructive criticism. Encourage Scholars to be open and reflective of the constructive criticism you provide to them.
Encourage your Scholar to seek summer fellowship and internship opportunities that can enhance your their research experience. Externally sponsored programs are highly competitive. Applications are due by early spring. These distinguish the resumes/CV of the most talented scholars.

Spring semester checklist

- Scholars must submit applications for either the Volunteer Research Contract or Research Program by February 11th
- The Summer Research forms must be completed and turned in to the McNair Program Office by April 15th
- During spring semester your Scholar must also start reviewing literature, formulate research methodology and prepare for the data-gathering phase in the summer-Summer Research Program only.
- Have you approved the Scholar’s working bibliography/references?
- Encourage and guide Scholars toward publishing their research in professional journals. The added entry to their resume/cv is a plus in the graduate application process.
- Provide Scholars with information on joining professional organizations in their field.
- Be available to the Scholar for advice and consultation on research and fields of graduate study.
- Track the Scholar’s work on the Time and Effort worksheet monthly and return to McNair Scholars Program Office. These and other forms can be found through our McNair Scholars link on the TAMU-C webpage: http://web.tamu-commerce.edu/studentLife/campusServices/trioPrograms/mcnairAchievementProgram/default.aspx

Summer semester checklist:

For Volunteer Research Assistantship:

- Did you attend the May or September Mentor Roundtable?
- Did you monitor student time/effort sheets?
- Did you complete and return the Mentor’s evaluation?
- Will Scholar complete a total of three benchmarks throughout their volunteerism?

Summer Research Program Guidelines:

- Did the Mentor approve Preliminary Findings: detailed outline of the paper, introduction, literature review, bibliography, and preliminary data? Is it in the format stated in the Scholars Handbook? It is due to the McNair Program office on or before July 27th. The Scholars have specific deadlines for the sections of their research. Please refer to the calendar. Mentors and Scholars are co-authors of this research.
- Did the Mentor approve Draft One: introduction, literature review, methodology, discussion, conclusion, analysis and bibliography? Is the document in the correct format? These are due to the McNair Program office by August 15th.
- Did you approve the Final Draft? Did you read and edit Scholar’s research paper, ensuring that it is in publishable form. This final copy is due electronically to the McNair Program office on or before December 1.
- Did you approve the Scholar’s poster/paper draft for the Texas A&M University, Commerce Undergraduate research Symposium, Annual Pathways Student Symposium, or other student
conference during the spring and/or fall semester? Your Scholar should be able to show you an excellent version by the end of spring.

- Mentors must review and provide feedback on Scholar’s personal statement and write letters of recommendation for graduate school applications.
- Track the Scholar’s work on the Time and Effort worksheet monthly and submit to the McNair Program AD. You will receive weekly email reminders regarding Time and Effort sheets for Scholars (June, July, and August during Summer Research Program). The AD will send out weekly reminders regarding time and effort forms, as well as other McNair Scholars information.
- Scholars will turn in final research proposal to their mentor and send a final electronic copy of their final research to the McNair Scholars Program Office.

**Fall semester checklist**

- Will faculty mentors assist your Scholar(s) in presenting his/her work at a meeting/conference in your discipline? Travel budget requests must be submitted for prior approval. Travel request for monies must be submitted two months prior to travel and are awarded on a need and available budget basis (see Travel Reimbursement forms).
- Attend the McNair Scholars local, regional, national conference throughout the United States, to include the annual Pathways Student Symposium sponsored by the Texas A&M University system.
- Complete the Scholar Evaluation at the end of the research period. Please do not hesitate to contact the TRiO Director (903) 886-5836, Assistant Director (903) 886-5466 if questions or concerns arise as you work with your Scholar(s).

**Research and Conference Participation**

Research Participation and Conference Participation- There are two separate research opportunities offered by the McNair Scholars Program. The *Volunteer Research Assistantship* is offered to Scholars between sophomore and junior status and is a shadowing opportunity based upon hours (100 total and average 10 hours per week). Applications for on-campus Volunteer Research Assistantships must be submitted and approved by spring semester in the sophomore year. Additionally, Scholars may also complete the *Summer Research Program*, where they work closely with their faculty mentor to complete scholarly research. Scholars will average at minimal least 25-35 hours per week, concentrating on learning the skills needed for research and related assignments. Participation in a McNair Research Conference and/or a Texas A&M University, Commerce presentation (e.g. research presentation) is in addition to these hours and would take place in late summer at our end-of-summer dinner or during the academic year. Any variance in the research time requirements listed above must be discussed and agreed upon with the participant, Faculty Mentor, and the TRiO Director.

The Research Program is an opportunity offered to Scholars during the summer between the junior and senior years (summer stipend included). Please review the distinctions between these on our webpage and be sure to use the appropriate forms when submitting proposals. We suggest bookmarking McNair Scholars website: [http://web.tamu-commerce.edu/studentLife/campusServices/trioPrograms/mcnairAchievementProgram/default.aspx](http://web.tamu-commerce.edu/studentLife/campusServices/trioPrograms/mcnairAchievementProgram/default.aspx)

**The Scholars Research Proposals**

- The forms for summer research are due in the McNair Scholars Program office no later than April 15, 2013.
- The summer research proposal should include the following common research proposal elements:
  - Statement of the problem.
b. This is a topic your research will explore. Always state the problem in a complete sentence in as few words as possible.
c. Justification/significance of the project.
d. Why this proposed research is needed?
e. How will the Scholars’ research proposal add to the knowledge base in your discipline?
f. Complete the literature review

**Purpose:** To demonstrate that Scholars have a clear understanding of the background and context of his or her research as well as what is new about their proposed research. In the review, show how their research builds on what have been reported already in the literature that relates to your problem.

Specific research questions/hypothesis
- List the hypothesis to be tested or state the research questions you will address in your research.
- Methods of data gathering/methodology.
- Tell step by step how data will be gathered to answer the questions or test the hypothesis of this research proposal.
- Data analysis and interpretation procedures. Tell step by step how the data will be analyzed in order to reach conclusions about the questions or hypotheses of this research.

**In appendices, indicate:**
- Writing/publication style being used, appropriate to the discipline involved.
- Time line of project activities. Provide a time line/calendar of research activities that will allow for completion by the end of the summer session.
- Proposed budget
- Provide a general budget based on any costs that you expect to incur during your summer research project.
- IRB approval, when relevant (Texas A&M University, Commerce IRB link: [http://web.tamu-commerce.edu/academics/graduateSchool/faculty/humanSubjectsIRB/default.aspx](http://web.tamu-commerce.edu/academics/graduateSchool/faculty/humanSubjectsIRB/default.aspx))

**Final Research Paper**- A draft of the final paper is due in the McNair office by the end of the summer term and an approved final draft is due within two months (October of each year) of the date research activities end. The format will include title page, abstract, literature review, methodology, findings, discussion, conclusion, reference, and appendices. The aim is to complete research and paper writing prior to the onset of the next grant fiscal year, which begins in October.

**Authorization to Release Research Project**- McNair Scholars Program staff cannot release copies of final research reports to any entity, under any circumstance, unless you authorize us to do so. The information release form available for that purpose must be signed by the student upon entrance into the program.

**Preparing an abstract**- A standard prerequisite to research presentation is the provision of an abstract which provides a synopsis of your project. Speak with your faculty mentor regarding an abstract.

**Move Towards Publication**- The TRiO Programs and McNair Scholars understand that preparing manuscripts for professional publication can be excruciating and exasperating. Never-the-less, thanks to Scholars’ diligence, the work that will emerge from the Texas A&M University, Commerce McNair Scholars Program will be exciting. Publication leads to funding support, visibility, and the appropriate recognition of scholarship. The McNair Scholars Program will cover the costs of page publications, professional posters and provide the structure and format for all professional presentations that you and the Scholar may present at conferences. Mentors, please consider Scholars for publication of their work in the appropriate journals. In the coming year, we will establish a McNair Scholars Journal of Academic Research to showcase our program and the contributions of others at TAMU-C.
The McNair Research Conference (local, regional, and/or national)-The annual national McNair Research Conference is generally held in October or early November, depending on the location. The conference provides an opportunity for Scholars to present their research findings before an audience of their peers, program staff, Faculty Mentors, and other interested individuals. As a career professional, you may well be expected to make presentation of this nature on a regular basis. Therefore, you participations in the conference should closely simulate a presentation on a professional level.

Other Presentation Opportunities-There are various other opportunities throughout the year for McNair Scholars to present their research either orally or in poster form. We strongly encourage program Scholars to make plans to participate and the McNair Scholars Program Office will be able to assist with arrangements and/or expenses involved.

Scholars are particularly encouraged to consult with their Faculty Mentors regarding the possibility of submitting their research at Scholarly conferences. If so, the McNair Scholars staff is available to assist with arrangements and, often expenses.

Summer Research Stipend-It is important for all mentors to note that a student can work between 25-35 hours per week during the summer, but CANNOT go over 40 hours per week on their time sheet. This means that students would not be allowed to work another job on campus during their internship if it would exceed 40 hours. The Summer Research Program stipend is based upon the Scholars’ hours of active performance and documented paperwork each week/month. The Scholar and their faculty mentors will establish both benchmarks and deadlines throughout the ten weeks of the summer. The McNair Scholars office reserves the right to delay and/or withhold Scholars summer stipend payments until faculty mentors complete time and effort reports, monthly reports, etc. The McNair Scholars Office evaluates Scholars’ progress in conjunction with their faculty mentor. In the event the Scholars do not meet the program’s expectations (deadlines and benchmarks); they may be removed from the program. The Summer Research stipend for students is $2330 (three separate payments). Checks will be issued on Fridays after 1pm. Checks will be held until all documents (monthly and/or bi-weekly) are submitted to the TRiO Director, AD, and the Graduate Assistant. NOTE: Incomplete assignments and the final paper may result in Scholars having to return 100% of the total amount of stipend already issued. Remember the completion of a Scholars’ Summer Research includes weekly time and effort reports, faculty mentor monthly reports, and the final research paper. Final draft must be typed and edited by your faculty mentor. The faculty mentor must sign off verifying the Scholars’ the final draft. Scholars are also required to complete all assignments, benchmarks, etc. related to the stipend.

Conditions under which Scholars may lose their stipend:

- If grade point falls below 2.50
- If attendance for individually scheduled meetings falls below two per month.
- If required paperwork is not completed in a timely manner.
- If Scholar fails to participate in research as agreed.
- If other disciplinary action is required by Texas A&M University, Commerce.

Summer Housing and Travel Allowances-The McNair Scholars Program may provide a Summer Housing or Travel Allowance to participants who are engaged in research projects. All allowances require the submission of forms and validations of need (please see forms). Needs would include on-site dorm housing or compensations for travel to and from the research site in excess of a 50 mile roundtrip for McNair research courses or activities.
For Scholars living in TAMU-C housing, the McNair Scholars Program will process the housing payment but the proper forms must be completed before April 30th.

**Resource materials and equipment**-The McNair Scholars Program maintains a library of resource materials that are available to program participants. These special materials cover a range of subject matter and can be checked out of the office at any time. If there are special materials you would like us to obtain, please make a request, and we will honor it if at all possible.

The McNair Program Office can assist you in printing and contacting various graduate schools and assist with your research projects and poster preparation. Please contact a staff person with your needs.

**Supplementary Processes**

**Institutional Review Board**-The Office of Research and Sponsored Programs (ORSP) is pleased to announce that the new IRB Protocol Submission Form has been placed on the ORSP/IRB website. To find the form, click on to assist researchers, the ORSP has also created a document providing guidelines with suggestions for interpreting the form, attachments, and template guides. Items on the form include information necessary to ensure compliance with federal regulations and/or university policy. Just a reminder, all researchers, including faculty, staff, and students, who plan to submit a protocol for IRB review for protection of human subjects must have completed initial education and certification through the CITI web-based training program (https://www.citiprogram.org/Default.asp?).

Faculty, staff, and students who are engaged in research should first determine whether or not their study requires a submission to the IRB. Please answer the questions below to determine whether or not Scholars’ study requires IRB review.

1) (Yes / No) Is data being obtained about living individuals, directly or indirectly?

2) (Yes / No) Will you obtain data through intervention or interaction with these individuals?

3) (Yes / No) Will you obtain identifiable private information about these individuals?
   If you answered "No" to all of the questions above, your activity does not involve human participants and IRB review is not required.

If you answered "Yes" to one or more of the above questions, your activity involves human participants and your study should be submitted for review. The researcher should download the appropriate documents below and submit them electronically either to ORSP (if the researcher is a faculty or staff) or to the research advisor (if the researcher is a student). Please go to the website to continue the IRB submission process. The McNair program will not approve of any research that requires IRB approval without completion of CITI training and the proper successful completion of the IRB process!

**Research Budgets and Travel for Faculty Mentors/Scholars**-The McNair Program encourages the publication of meaningful research data and will support supplies purchases and travel to conferences. However, money is limited and awarded on a need basis for approved purchases. Please follow the guidelines below so that you can tap into this support function:

- On campus housing
- Transportation
- Supplies as pertains to the research project
- Travel monies for presentation of data at a meeting related to the research
- Software
- Additional academic resources

**McNair Conferences**- Depending on the availability of funds and scheduling, McNair Scholars are encouraged to participate in a state, regional, and/or national conference (including McNair Scholars Research Conferences). Preference is given to Scholars who have not presented research at a conference and have attended a minimum of five Scholars activities (throughout the academic year). Most of the McNair Scholars Conferences will be in Texas, with the options to travel based upon funding.

**Graduate School Visits/Travel**- Most of the graduate school visits/travel will be as a group. Individual visits are reserved for those Scholars who are committed and receive graduate admissions. Requests for travel are only for travel to McNair Scholars Research conferences and conferences where you will present; sit on a panel, and graduate school visits/interviews. Those requesting travel must submit a Travel Request Form located in your handbook or through the McNair Scholars Office.

**Graduate Fee Waiver here at TAMU-Commerce**- The McNair Scholars fee waiver process is not done through a formal university process. The Graduate School usually covers the cost. If you have any McNair student who applies to one of our graduate programs, let our office know and we will work with them on the application fee. Also, we are trying to resurrect a small McNair scholarship program for McNair Scholars that we had a few years ago, so point them our direction also.

**Dean of Graduate Studies & Research**
Texas A&M University-Commerce
P O Box 3011, Commerce, TX 75429-3011
Phone: 903/886-5159; Fax: 903/886-5165

**Travel Guidelines**- Starting Spring 2012, all Scholars must complete their travel forms through the McNair Scholars Program (and the University prior to and following your travel). All Scholars must include the following information, which may include accommodations, food, airfare, bus, cab, or transportation, etc. For those of you needing to fly to your destination, we will use the University’s *All Around the World* to book your flight, once we have arriving and returning dates.

1. Your dates of travel (when you are arriving and when you return). Example if your conference/presentation is November 3rd and you need to be there before 8am on the 3rd, you will need to leave November 2nd (overnight).
2. The name of the hotel/resort and the cost per night for your room.
3. Your full name (no nicknames, middle names, etc.) and date of birth.
4. How you will travel to and from the hotel (carpooling with others, cab, bus, etc.).
5. Any registration fees for the conference? If so, please let us know the cost of those fees.
6. The name of the Conference/Workshop you are attending (include city and state).

If your department/mentor has already made any of the mentioned arrangements, please let us know as soon as possible (example if your food costs are covered during your travel or the registration has been paid).
Other Travel Guidelines:

A. **Travel light and take only what you need.** Remember you have to pay for your luggage if it exceeds two bags (sometimes one on some airlines). The McNair Scholars Program will not cover payment of two or more bags. You will have to pay for your second bag yourself.

B. **Transportation**—for travel within the state, use of a private car must be arranged by the McNair Scholars Program. You may not be reimbursed for the rental car if you do not inform the McNair Scholars Program prior to your departure. You may receive reimbursement for your gas expenditures. For trips involving air, bus, or train usage, ALL receipts must be provided for full reimbursement. You must plan your trip with the McNair Scholars staff before you finalize any travel plans that involve requesting funds through the program. Please plan to coordinate ALL travel plans through the McNair Scholars Program.

C. **Accommodations**—You may be reimbursed for the cost of the room charge (single rate) plus tax. You must submit an itemized hotel bill. You will not be reimbursed for any phone calls made, movies rented, extra room guests, etc. at the hotel.

D. **Meals**—You will be reimbursed for meal at the per diem rate (**this does not include alcohol**). Remember you are responsible to leave a tip for services provided at restaurants. **If meals are included in the registration fees, you will not receive reimbursement for any meals you choose to have your own.**

E. **General Travel information:** A travel packet will be given to each Scholar attending conferences with the TRiO Director and/or the Assistant Director. This packet will contain all necessary information relating to travel, lodging, transportation, and conference information. Always Get a Receipt, No Receipt, No Reimbursement!

**Non-Allowable Expenses:** The following expenses are NOT approved for reimbursement:

- Long Distance telephone charges
- Room service charges (unless it is for your meal allowance)
- Movie charges
- Baby or pet sitting costs incurred in your absence
- Personal items needed for trip
- Souvenirs
- Books, audible, or magazines
- Alcoholic beverages
- Meals included in the Registration Fee

Please do not assume you will be reimbursed. Check with the McNair Staff before the expense accessed!

**Supply Requests**—Consumables, participant incentives, software, paper, books and other related research needs will be considered upon submission of a proposed budget (see forms). Purchases will be made directly by the Program Office. **Non-allowed items include:** gift cards, gas cards, food, flowers, cash, and furniture, books for courses or non-research activities, liquor, cigarette.

- For participant incentives contact the Program Office for ideas that have been useful in the past
• All software must be loaded onto McNair computers AND BECOMES THE PROPERTY OF THE PROGRAM upon completion of use by the mentor/student team. Similarly, small equipment (e.g. tape-recorders) also becomes the property of the McNair Program Office.

• A budget request may or may not be approved. You will not be reimbursed for expenses of non-approved budgetary outlays. It is advisable to wait for notification of approval.

**Other Ways You Can Assist Your Scholar and the Program**

• Be Proactive – Suggest graduate programs and thesis advisors through your personal network. Introduce your Scholar to important people and resources in your field.

• Write strong, well thought out letters of recommendation and assist your Scholar in the graduate school application process.

• Attend McNair functions such as Research presentations. These highlight the achievements accomplished by Scholars after completing the Research Assistantships or their Summer Research Program.

• Read information and calendar updates in our webpage

• If your Scholar is asked to present a poster or an oral presentation please proofread, prepare, and practice! You and your Scholar are representatives of the work, as well as both your reputations, Texas A&M University, Commerce and the McNair Scholars Program.

• Attend Mentor Roundtable events and McNair Scholars Advisory Board meetings- these allow you to troubleshoot problems and touch base with other Mentors.

• Please read your email messages from McNair Scholars. Don’t trash them unopened, please.

• If you are unable to meet regularly with your Scholar, **DO NOT** presumes that they will be fine in the absence of Mentor guidance and contact.

• Please inform the McNair Program Office of vacations, illness, over-scheduling and other events that may interfere with Mentorship and make suggestions for replacement.
McNair Scholars Program

Procedures to Apply for an Extension to Summer Research Project

The purpose of the Summer Research Program is to introduce McNair Scholars to the rigor, academic discipline, and focus of graduate and doctoral study. The McNair Scholars are expected to complete their research projects by the deadline (August 17th). We understand that “life happens,” it’s unpredictable and sometimes challenging for a McNair Scholar to complete his or her summer research project by the deadline. For this reason, the following policy was created. McNair Scholars may utilize this recourse ONLY in extenuating circumstances. Examples of EXTENUATING CIRCUMSTANCES may include the following:

- Death in the family (immediate)
- Family or personal illness
- Accidents
- Unexpected complexity of the research project making the completion difficult and challenging
- Scholar and the faculty mentor encounter unusual circumstances in gathering/collecting data
- Faculty mentor has a family or personal illness
- Faculty mentor will travel extensively during the summer (both mentor and Scholar must document each email, meeting, phone conversation, etc.)
- Faculty mentor was unable to provide guidance, support, and motivation consistently and regularly due to unforeseen circumstances
- Composition or editing challenges

**Extenuating Circumstances do not include:**

- Inability to prioritize
- Procrastination
- Poor time management
- Deficient study and research habits
- Unrealistic research project/subject
- Lack of follow-up and follow-through
- Lack of personal and academic motivation
- Lack of discipline
- Lack of drive and focus
- Work/employment responsibilities
- Taking more than 6 semester hours during the summer (we discourage students from taking summer courses to devote all their time and resources to research)
Guidelines for an Extension

Scholars wanting to apply for a First and only Extension are required to comply with the following requirements:

a. Eligibility: A Scholar is eligible to apply for an extension if he or she has made normal progress on research project. Normal progress is defined as having completed the proposed benchmarks up to that point.

b. Application: An application for the extension must be completed before April. The application will be reviewed by the McNair Staff.

c. Conference: The McNair Staff will meet with the Scholar to discuss the specifics and the merits of the application. A decision will be made immediately.

d. The First and only Extension process should be completed within three working days from the day of receiving the application.

e. If the Scholars is unable to complete his or her project at the end of the First Extension and if there are no additional extenuating circumstances, then the scholars will be evaluated and he or she will have to reimburse (100%) their summer stipend to the program that was already received.
McNair Scholars Program
Application for completing an Extension to Summer Research Project

Scholars’ Name ______________________  Date ______

Mailing Address ______________________________________________________________

CWID ______________________

Email Address ______________________  Cell Phone ______________________

Reason for Requesting Extension:
_____________________________________________________________________________________
_____________________________________________________________________________________

Work Required for Completion of Summer Research:
_____________________________________________________________________________________
_____________________________________________________________________________________

Faculty Mentor’s Comments:
_____________________________________________________________________________________
_____________________________________________________________________________________
☐ The McNair Scholars Staff has evaluated the merits of this petition. This petition is accepted and the Scholars have two weeks to complete his or her project. The Scholar and Mentor will provide a progress report on or before September 30th.

I hereby understand and accept to the aforementioned terms.

______________________________________________________________
Scholar’s Signature Date

☐ We have evaluated the merits of this application and have decided to not accept this application for the following reasons:

______________________________________________________________

______________________________________________________________

TRiO Program Director Date

Assistant Director, McNair Scholars Date
Texas A&M University, Commerce
Faculty Mentor & McNair Scholar Research Contract
(To be completed jointly by Mentor/Scholar)

The goal of the Faculty-Mentored Summer Research Experience is to provide the McNair scholars an introduction to systematic inquiry and a practical understanding of academic scholarship. The one-on-one relationship between scholars and faculty mentors will also serve to introduce scholars to the academic community and university life.

1. The scholar agrees to complete a minimum of 250 hours of research and related activities during the summer program. The McNair Summer Program should be considered a full-time commitment. Scholars should not hold a summer job or register for summer classes during the ten-week summer program.

2. The faculty research mentor will collaborate with his/her scholar regarding the content and methodology of the research project. The student will be required to prepare a draft of his/her research proposal and an annotated bibliography or reference list by April 15th.

3. The faculty research mentor agrees to direct the scholar’s research project throughout the summer period and consult on the final write-up. Research mentors should plan to communicate with scholars weekly during the summer research program. Face-to-face meetings are encouraged.

4. The deadline for submitting a final written proposal, designed by the scholar and mentor, to the McNair Scholars Program is April 15th. The plan should include the following details:
   - Description of the study
   - Sources and methods for review of the literature
   - Hypothesis or research questions
   - Description of the methodology to be used in the study
   - Timeline for completion of Human Subjects Review if required
   - Timeline for completion of the study

5. The final research paper is due by December 1st. The write-up should conform to discipline standards and be ready for publication in the Texas A&M University, Commerce Ronald McNair Scholars Research Journal. The paper should be approximately 7-10 pages in length, single spaced, including the title page, appendices and bibliography. The scholar will make a formal presentation at a research symposium before the mid-spring semester.

6. The scholar will be responsible for completing all research related activities and submitting all items by stipulated deadline dates. The faculty research mentor or McNair scholar will immediately notify program personnel of any difficulties or impediments encountered during the summer research program.

Faculty Research Mentor: ______________________________  Date: ________________

Ronald McNair Scholar: ______________________________   Date: ________________
TRiO, Ronald E. McNair Scholars Program
Scholars Weekly Research Time and Effort Report
Minimum Hours total for ten weeks: 250 hours (Scholars should average between 25-35 hours per week)
*McNair Scholars Program is funded by a grant by the U.S. Department of Education*

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*Total Hours for the week:*

Signature of TAMU-C Faculty Member: _________________________________

Signature of McNair Scholar, TRiO Programs: _____________________________
TRiO, Ronald E. McNair Scholars Program  
Scholars Weekly Research Time and Effort Report-Volunteer Research Assistantship  
Minimum Hours total for ten weeks: 100 hours (Scholars should average between 10 hours per week)  
McNair Scholars Program is funded by a grant by the U.S. Department of Education

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*Total Hours for the week:*

Signature of TAMU-C Faculty Member: _________________________________

Signature of McNair Scholar, TRiO Programs: _________________________________
Texas A&M University, Commerce
Faculty Mentor & McNair Scholar Volunteer Research Contract
(To be completed jointly by Mentor/Scholar)

The goal of the Faculty-Mentored Volunteer Research Experience is to provide the McNair scholars with an introduction to the systematic inquiry and a practical understanding of academic research. The one-on-one relationship between scholars and faculty mentors will also serve to introduce scholars to the academic community and university life.

1. The scholar agrees to complete a minimum of 100 hours of research and related activities during the summer program. The McNair Summer Program should be considered a full-time commitment during the fall, spring, and summer sessions.

2. The scholar will be responsible for completing all research related activities and submitting all items by stipulated deadline dates. The faculty research mentor or McNair scholar will immediately notify program personnel of any difficulties or impediments encountered during the summer research program.

3. The deadline for submitting a final written plan detailing duties as a volunteer, designed by the scholar and mentor, to the McNair Scholars Program is April 17th. The plan should include the following details:
   - Selecting a Topic and Developing A Research Strategy
   - Developing a Research Question
   - Develop a Research Topic
   - How to cite information in MLA, APA, Turabian, etc. format
   - Organizing your research
   - Scholarly vs. popular publications
   - How to evaluate information sources
   - Expectations of you from your mentor and your expectations as a future graduate researcher

4. The reflective paper is due by September 30th. The paper should conform to discipline standards. Scholars will discuss their volunteer experiences to the McNair Staff and other Scholars during one of our monthly meetings-TBA. The paper should be approximately 5-10 pages in length, double-spaced, including the title page, appendices and bibliography.

Faculty Research Mentor: ______________________________ Date: ________________

Ronald McNair Scholar: ______________________________ Date: ________________
Texas A&M University, Commerce
Faculty Mentor & McNair Scholar Summer Research Proposal
(To be completed jointly by Mentor/Scholar)

Please return this form to the Ronald E. McNair Scholars Program
Texas A&M University-Commerce
302 Halladay Students Services Building

__________________________________________  __________________________________________
Faculty Mentor   Department

__________________________________________  __________________________________________
McNair Scholars’ Name   Date

__________________________________________  __________________________________________
Research Start Date   Proposed End Date

1. Research Topic:

__________________________________________

__________________________________________

__________________________________________

2. Brief summary of research proposal objective(s):

__________________________________________

__________________________________________

__________________________________________

3. Scholar’s Research Responsibilities:

__________________________________________
4. Academic and special skills needed:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

5. Description of research design and methodology:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

6. Description of the importance/significance of the research study:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

7. Research Procedure:

Are you using human subjects: ( ) Yes ( ) No (Please check one only)

Who are the participants, how many participants will you have in your sample, and where will you recruit your participants?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Instruments planned for use in your research study (i.e. surveys-online or in-person, questionnaires, and interviews)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Citation Style used for research study (check one please): ( ) APA ( ) MLA ( ) Chicago ( ) Turabian
8. Supplies and equipment required for research study:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

9. Research study work schedule (please include timeline/conducting and completing):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

10. Comments/suggestions/additional resources/needs:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

_____________________________________________________________________________________

McNair Scholars Printed Name                      Date

McNair Scholars Signature                        Date

Faculty Mentor’s Printed Name                    Date

Faculty Mentor’s Signature                       Date
Volunteer Research vs. Summer Research

What are the Differences?

**Volunteer Research** is an opportunity to shadow the research in operation in a Faculty Mentor’s lab or workplace. The Scholar obtains significant skills that he or she will apply to their summer research project.

The **Summer Research** opportunity is the independent project that will be completed by the Scholar under the guidance of their Faculty Mentor. The Scholar would write formal findings in publication format and present data to the academic community.

<table>
<thead>
<tr>
<th>Texas A&amp;M University, Commerce</th>
<th>Volunteer Research</th>
<th>Summer Research</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time</strong></td>
<td>Summer between Sophomore and Junior year</td>
<td>Summer between Junior and Senior year</td>
</tr>
<tr>
<td><strong>Student Eligibility</strong></td>
<td>Must have a mentor selected, be willing to volunteer 100 hours (academic year), and be junior status (60 credits)</td>
<td>Must have completed Volunteer Research Opportunity, taken research course over 80 hours completed before graduation status</td>
</tr>
<tr>
<td><strong>Forms needed</strong></td>
<td>Volunteer Research Contract</td>
<td>Summer Research Proposal</td>
</tr>
<tr>
<td><strong>Due dates for forms</strong></td>
<td>Feb 1st or April 16th</td>
<td>April 16th</td>
</tr>
<tr>
<td><strong>Mentor Eligibility</strong></td>
<td>Masters</td>
<td>Doctorate preferred</td>
</tr>
<tr>
<td><strong>Performance benchmarks</strong></td>
<td>Determined by Faculty Mentor (must complete 100 hours)</td>
<td>Preliminary Findings, first draft, second draft, presentation or poster, final paper; completion of remaining McNair requirements and evaluations</td>
</tr>
<tr>
<td><strong>Stipend Payouts</strong></td>
<td>No Stipend for Volunteer Research</td>
<td>Stipend earned throughout the summer (three payments)</td>
</tr>
<tr>
<td><strong>Contact with Mentor</strong></td>
<td>Weekly or as needed</td>
<td>Weekly or as needed</td>
</tr>
<tr>
<td><strong>Presentation of data</strong></td>
<td>Will turn in paper (5-8 pages)</td>
<td>Mandatory (final paper)</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td>Scholar acquires skill set necessary to complete scholarly research</td>
<td>Scholar completes defined research investigation</td>
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</tbody>
</table>