

Summer Program for Undergraduate Research Orientation

May 24 2023



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH



Facilitator: Megan Shannahan

Academic Program Manager, Office of Undergraduate Research

Virtual Meeting

This meeting is being recorded and will be made available soon

Land Acknowledgement

We acknowledge that this land, which is named for the Ute Tribe, is the traditional and ancestral homeland of the Shoshone, Paiute, Goshute, and Ute Tribes. The University of Utah recognizes and respects the enduring relationship that exists between many Indigenous peoples and their traditional homelands. We respect the sovereign relationship between tribes, states, and the federal government, and we affirm the University of Utah's commitment to a partnership with Native Nations and Urban Indian communities through research, education, and community outreach activities.

Agenda

- Opening Remarks
- Learn About the OUR
- Introductions
- SPUR Conduct Expectations
- SPUR Policies
 - Program, Final Deliverables, Stipend, Attendance
- Mentor Expectations
- Resources
- Campus Life & Life in Utah
- Other OUR Programs & Funding



Opening Remarks: Annie Isabel Fukushima, Ph.D.

Associate Dean, Undergraduate Studies
Director, Office of Undergraduate Research
Associate Professor, Ethnic Studies, Transform

OUR Team

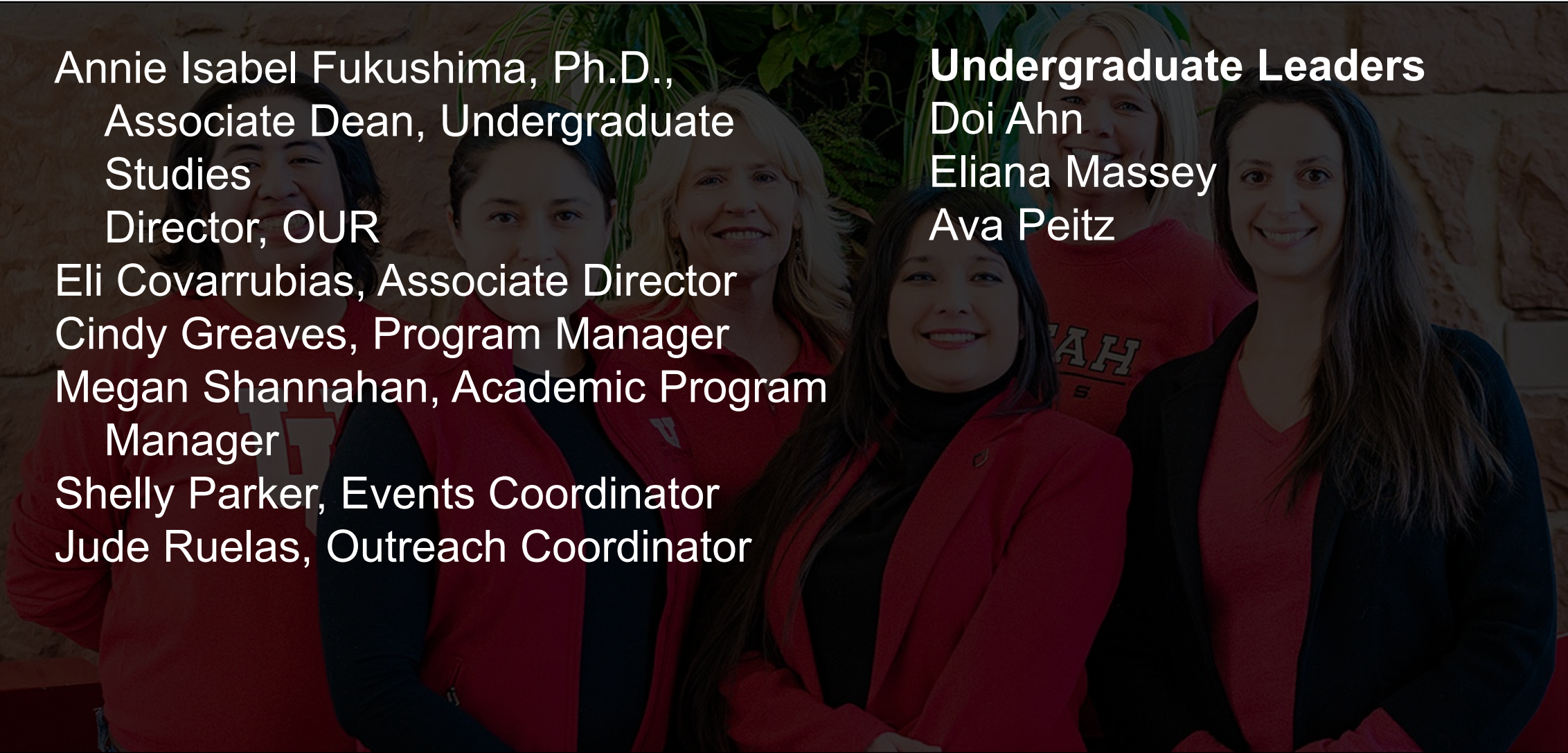
Annie Isabel Fukushima, Ph.D.,
Associate Dean, Undergraduate
Studies
Director, OUR

Eli Covarrubias, Associate Director
Cindy Greaves, Program Manager
Megan Shannahan, Academic Program
Manager

Shelly Parker, Events Coordinator
Jude Ruelas, Outreach Coordinator

Undergraduate Leaders

Doi Ahn
Eliana Massey
Ava Peitz





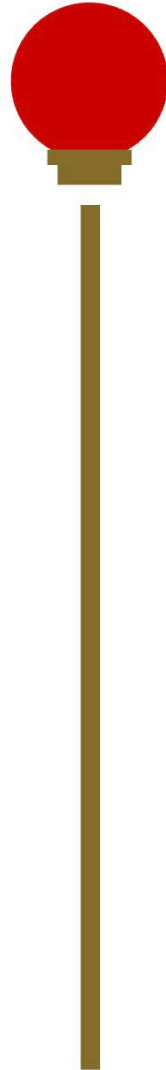
Undergraduate Studies *Mission*

From admission to graduation, the units of the Office of Undergraduate Studies at the University of Utah provide every student with an exceptional educational experience that empowers them to lead transformational lives wherever their educational and professional futures take them.



Office of Undergraduate Research *Mission*

The mission of the University of Utah Office of Undergraduate Research is to facilitate and promote undergraduate student-faculty collaborative research and creative works in all disciplines throughout the University of Utah campus. In recognition that excellence requires diversity, we pursue this mission through equitable programming that promotes diverse representation and social justice.



OUR Commitment: All Faculty, Staff & Students

Foster student success through research.

Generate and share knowledge, discoveries, and innovations through undergraduate research collaborations with faculty.

Promote education through fostering mentoring relationships, experiential learning and transformative experiences through research opportunities.



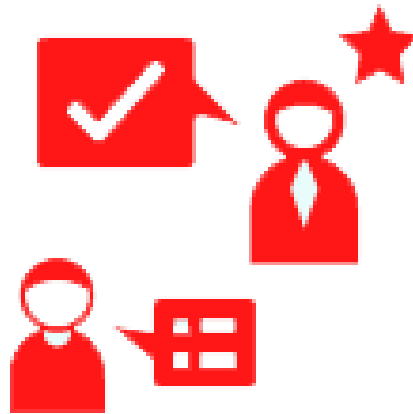
Faculty & Student
Collaborations



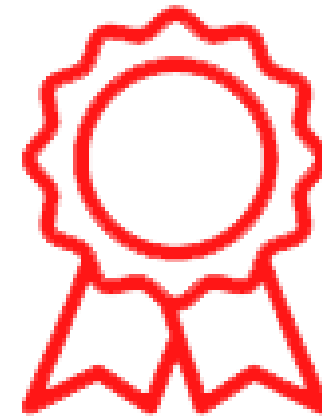
Education &
Outreach



Grants &
Awards



Advising



Recognition



Why Undergraduate Research Matters

- Promotes skill-building
 - Utilizing previous research & appropriate research methods
 - Articulating research questions like a scientist
 - Presentations & public-speaking
- Promotes retention and graduation for diverse students
- Impacts career and post-graduation decisions (i.e., graduate studies)

Introductions

In the chat, share:

- Your name (preferred name is great! Share pronouns if you want to!)
- Institution
- Major
- What you're looking forward to this summer

Icebreaker

In breakout rooms:

- Come up with a list of five things you have in common
- Be prepared to share with the large group
- Be creative! Try to think beyond the obvious (“we like doing research”) and physical characteristics (“we all have brown hair”)



SPUR Conduct Expectations

- Commit to all aspects of the program
- Be on time to all events (plan accordingly)
- Read and respond to correspondence from the OUR in a timely manner
- Obtain and maintain certifications as needed



SPUR Program Policies

- Spend 35-40 hours per week on research and other program-related activities for the duration of the program (May 24-August 3)
- Research days May 25-August 2
- University holidays: May 29, June 19, July 4, July 24
 - No requirement to make up holiday hours



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH



SPUR Program Policies

- Attend all bi-weekly meetings
 - 9-10:30 AM June 7, June 21, July 5, July 19, August 2 on Zoom
- Attend grad school mini-expo (June 22, 1-4:15 PM, in EHSEB)
- Meet with Megan individually in middle of program (link to make appointment in Canvas)



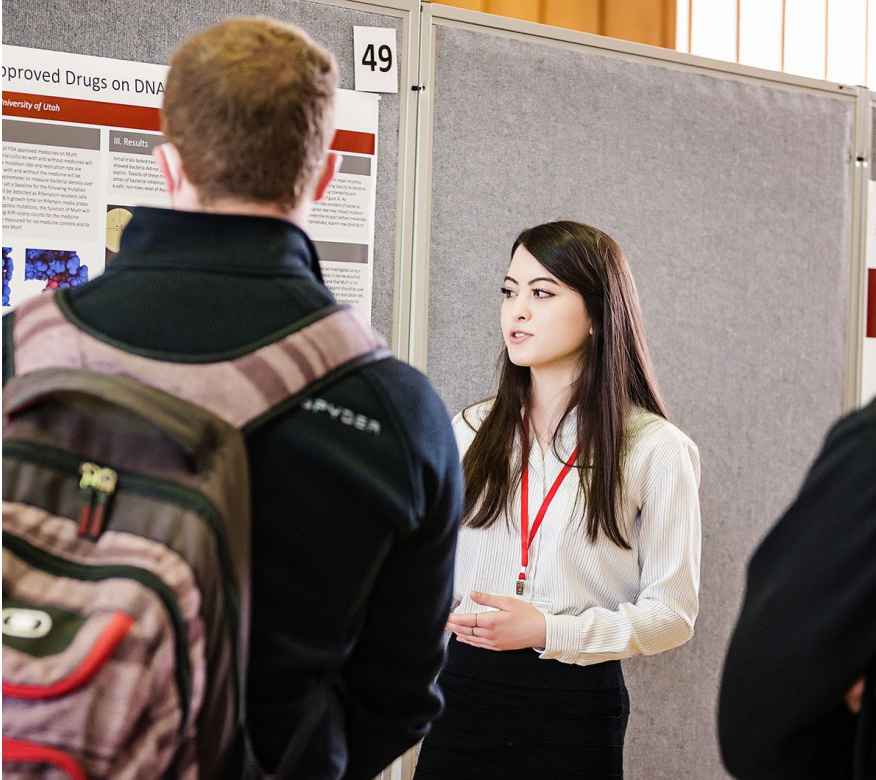
SPUR Program Policies

- Attend all summer 2023 Education Series events
- Must register for each
- Topics:
 - Pursuing Research as an Undergrad: Navigating Challenges and Exploring Solutions
 - Annotated Bibliographies and Citation Ethics
 - Data Visualization and Research Posters
 - Careers Pathway: Politics and Government
 - Intro to Research Education and Research Misconduct
 - NSF Graduate Research Fellowship



SPUR Final Deliverables

- Present your work (poster format) at the Summer URS



<https://our.utah.edu/urs>



Summer Undergraduate Research Symposium (URS)

- Present your work (poster format)
 - August 3, 9:00 AM – 12:00 PM
 - Alumni House
 - 200+ presenters
 - Register by July 23
 - Includes abstract
- Will provide templates, but can design your own
- Work with your mentor (contents, organization, acknowledgements)
- Poster evaluators present



SPUR Final Deliverables

- Present your work (poster format) at the Summer URS
 - Register by July 23
- Submit one-page summary of your work or experience to *RANGE: Undergraduate Research Journal* by August 1



<https://our.utah.edu/range>

RANGE: Undergraduate Research Journal

- Submit one-page summary of your work or experience by August 1
 - Can be longer
 - Work with you mentor to determine appropriate content
- Wider visibility of undergraduate research
- Indexed and searchable
- First issue: 2,126 unique visitors over a 4-month period



SPUR Final Deliverables

- Present your work (poster format) at the Summer URS
 - Register by July 23
- Submit one-page summary of your work or experience to *RANGE: Undergraduate Research Journal* by August 1
- Complete SPUR Final Report by August 3

UROP Final Report

Student Information

Student Name *

First Name Last Name

Preferred Name

if different than above:

uNID *

u0123456

Student uMail *

@utah.edu

Final Report

- Reflects on both the research experience and participation in SPUR
- Link to the final report is always available online
- Due by August 3



SPUR Attendance Policies

- You are expected to attend all required program events
- Generally, you can miss up to one Education Series event and 1 bi-weekly meeting
 - If you know you will not be able to attend something, tell Megan immediately so alternative arrangements can be made
- After two missed events, you'll need to meet with Megan. You may be dismissed from the program and forfeit the rest of the SPUR stipend if too much time is missed



SPUR Stipend Policies

- You will be hired as a temporary University of Utah Undergraduate Research Assistant to receive the SPUR stipend
- You will be paid a TAXABLE stipend for between 35 and 40 hours of research and program-related activities per week from May 24-August 3



SPUR Stipend Policies

- The SPUR stipend will be distributed in semi-monthly installments
- Stipend schedule:
 - Wednesday, June 7
 - Thursday, June 22
 - Friday, July 7
 - Friday, July 21
 - Monday, August 7
 - Tuesday, August 22
- Don't forget to set up direct deposit



SPUR Stipend Policies

- NO TIMECARDS
- NO KRONOS
- NO IN/OUT PUNCHES



SPUR Stipend Policies

- Details regarding expectations and/or requirements of the research will be negotiated between you and your mentor
- You will devise a schedule with your mentor to ensure you contribute the required number of hours to the program. This schedule will be in writing and signed by both you and your mentor
- You may be asked to produce this schedule as documentation if there is question about your progress

SPUR Schedule Template

As a SPUR participant, you are required to devise a schedule with your SPUR Mentor to ensure you contribute 35-40 hours per week to your research and program-related activities (with the exception of the first and last weeks of the program, and weeks that contain a holiday (May 29, June 19, July 4, July 24). This schedule must be in writing and signed by both you and your SPUR Mentor. Your SPUR Mentor (or designee), who serves as your direct supervisor, will receive a semimonthly email from the OUR to confirm that you are progressing on your SPUR project as outlined in this schedule. You may be asked to produce this schedule as documentation if there is question about your progress. If you do not document this schedule or fail to meet this schedule, you may be dismissed from the program and forfeit the remainder of the SPUR stipend. We hope you find this worksheet helpful as you complete your SPUR Project!

Week/Dates	Work to be Done	# of Hours
May 24-26		
May 29-June 2		
June 5-9		

SPUR Stipend Policies

- Your SPUR mentor will receive a semimonthly email from the OUR to confirm that you are progressing on your SPUR project as outlined in this schedule
- If your SPUR mentor indicates issues with your work, you will receive official notice from the OUR along with a plan for remedying the issue and a timeline for doing so
- If you fail to meet the expectations outlined in this notice, you will be dismissed from the program and forfeit the remainder of the SPUR stipend

SPUR Policies

- If at any point you are unable to adhere to any SPUR policy, contact Megan and Eli Covarrubias immediately
- Failure to meet SPUR policies will result in a forfeiture of the SPUR stipend and dismissal from the program



SPUR Mentor Expectations

- Provide the student with a hands-on research experience
 - Students work 35-40 hours per week on research and program-related activities for the duration of the program
- Clearly describe your specific research and work expectations with the student at the beginning of the program
- Be honest and straightforward with the student about expectations: work, timelines, and how to work with you.
- Ensure that the student is certified as needed for, e.g., Human Subject Research, Animal Research, Laboratory and other Environmental Health, HIPAA, etc.
- Support the student in completing all programmatic aspects of SPUR

Resources Webpage

<https://our.utah.edu/research-scholarship-opportunities/current-scholar-resources/>

- Useful resources all in one place
 - Canvas
 - Calendar, schedule worksheet, etc.
 - Direct deposit, CIS, W-4, etc.
 - Final report



Canvas Course

<https://utah.instructure.com/courses/906843>

- Click link to access and enter uNID and CIS password
- Provides information before meetings and record of materials after meetings
- Organized by event dates/submission deadlines



Mentor-Mentee Agreements

- Establish expectations at beginning of experience
- Think of what you hope to get out of the experience
- You do not need to fill out this form, but you can use it as a conversation guide



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH



Program Calendar

- Required and optional events
- Interaction with other programs
- Put events in your calendar now (or however you keep track of these things)

IRB Lab

<https://our.utah.edu/irb-lab>


- IRB Lab: a monthly open workspace for students to receive peer-mentoring and staff support when applying for Institutional Review Board approval.
- 5/31, 6/14, 6/28, 7/26
(Wednesdays), 2-3:30 PM
- Marriott Library 2130 N (The Hoopes Room) or Zoom drop-in (register on website)



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH



Campus Resources

- Campus map:
<https://map.utah.edu/>
- UTA (public transit):
<https://www.rideuta.com/>
- Campus shuttles:
<https://www.uofubus.com/routes>
- Library: <https://lib.utah.edu/>
- Computer labs
- Union: <https://union.utah.edu/>
- Bookstore:
<https://www.campusstore.utah.edu/utah/home>

Life in Utah

- Summer activities on campus
 - Utah Museum of Fine Arts:
<https://umfa.utah.edu/>
 - Natural History Museum
<https://nhmu.utah.edu/>
 - Red Butte Garden
<https://www.redbuttegarden.org/>
 - Campus Events
<https://events.utah.edu/>
- Outdoor adventures
- Downtown/broader valley activities



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH



SPUR Housing

- Welcome letter
- Take note of contact numbers
- No alcohol is allowed, even if you are 21



Office of Undergraduate Studies

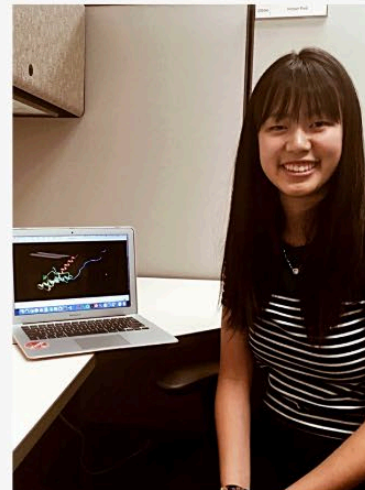
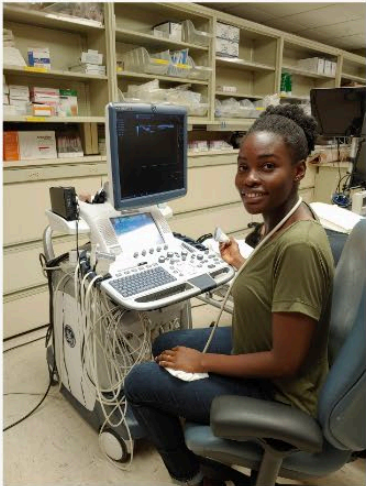
UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

What's Next?

- Today: 4-5:00 PM Campus Tour with Eliana
- Tomorrow: Opening Lunch, 12-1:00 PM, Crimson View in Union
- May 29: Memorial Day, University Closed!
- June 2: 12-1:00 PM, Education Series: Pursuing Research Opportunities: Challenges & Solutions, Zoom
- June 7: 9-10:30 AM, Bi-weekly Meeting, Zoom
 - Prepare “Elevator Sentences”

Other OUR Programs & Funding for U Students



Undergraduate Research Opportunities Program (UROP)

<https://our.utah.edu/urop/>

- \$1,200 taxable stipend for 120 hours of work during one semester.
- Distribution: equal semimonthly installments.
- Up to 2 semesters of UROP funding
- Deadlines
 - Fall 2023: June 30, 2023
 - Spring 2024: October 27, 2023

Scholarships

- **Dee Foundation:** Student research contributes to the well-being of northern Utah residents
- **Francis Family:** Students majoring in the arts, social sciences, humanities or interdisciplinary fields
- **Parent Fund:** Students who have completed 2 semesters of UROP or seniors who have applied for spring graduation
- Visit website for semester deadlines.

Travel & Small Grants

- Students can apply for research grants to help support their work. Applicants must be working with a faculty mentor.
- **Travel Grants: \$500.**
For conference registration, airfare, lodging, mileage
- **Small Grants: \$500**
For research supplies, special training fees, other costs
- **Deadlines:** considered on a monthly basis.

Funding Fridays

<https://our.utah.edu/funding-fridays/>

- Bi-weekly workshop for undergraduate researchers applying for OUR funding and other opportunities. This is a drop-in work space for students to get information about applying for opportunities.
- Every Friday during Summer semester (May 19-July 28)
- 2:00-3:00PM via Zoom, register to Attend

Undergraduate Research Symposia

<https://our.utah.edu/urs>

Every semester

- Summer – August 3, 2023, Alumni House
- Fall – December 1, 2023, Virtual
- Spring –Date TBA, Union



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH



Shows up in their transcript
<https://our.utah.edu/urs>

Undergraduate Research Scholar Designation Checklist



at least 2 semesters of
undergraduate research



presented at an OUR
Undergraduate
Research Symposium



submitted to RANGE:
Undergraduate Research
Journal



Hours of operation

8:00am - 5:00pm, Monday – Friday
Sill 005

Virtual & Remote connection

our.utah.edu

our@utah.edu

(801) 581-8070

Stay up-to-date about OUR

Join the OUR newsletter mailing list

