

McNair Scholars Program Handbook

Southern Illinois University Carbondale

Revised June 2014

SIU McNair Scholars Program Creed

The McNair Scholars Program is for **high-achieving, motivated** students who want to prepare for and **excel** in graduate school.

Scholars take their academic work **seriously, work hard** to maintain good grades, are interested in pursuing mentored **research** opportunities in their field of study, and have the **long-term goal** of pursuing a **doctoral degree**.

McNair Scholars are expected to represent the ideals of **academic excellence** by achieving to the best of their abilities and engaging in enriching academic and **professional** experiences throughout their undergraduate careers.

McNair Scholars Program Guidebook

McNair Scholars Program Guidebook	3
General Information	5
<i>Program Description</i>	5
<i>Program Objectives</i>	5
<i>History of the Federal TRIO Programs</i>	6
<i>McNair Staff Information</i>	9
<i>Who to See For Assistance</i>	10
<i>Program Components</i>	11
<i>Welcome Ceremony</i>	11
<i>McNair Courses</i>	11
<i>Undergraduate Research Professional Development Seminar – Univ 301a</i>	11
<i>Graduate School Preparation Seminar – Univ 401a</i>	11
Summer Research Institute (SRI)	12
<i>Goals</i>	12
<i>Overview of the SRI</i>	12
<i>Mentor Selection</i>	12
<i>Outside Work or Classes</i>	12
<i>Attendance</i>	12
<i>Orientation Sessions</i>	12
<i>Workspace and Schedule</i>	13
<i>Conducting Research</i>	13
<i>GRE PREP sessions</i>	14
<i>Stipends and Research Supplies</i>	14
<i>Academic Credit</i>	14
<i>Research Proposal Guidelines</i>	15
<i>Research Proposal Cover Sheet</i>	17
Additional Program Services	18
<i>Graduate Record Examination (GRE) Preparation</i>	18
<i>Individualized Tutoring</i>	18
<i>Academic Counseling and Advising</i>	18
<i>Scholars Study Room</i>	18
<i>SIU McNair Scholars Journal</i>	18
<i>Professional Development</i>	19

Travel Policy	19
Travel Request Form.....	22
Conferences and Graduate School Visitations	23
<i>McNair Scholars Research Symposium</i>	23
<i>Discipline-specific Conferences</i>	23
<i>Graduate School Expositions</i>	23
<i>Graduate School Visitations</i>	23
Graduate School Preparation	24
<i>McNair Benefits</i>	24
<i>McNair Fee Waivers</i>	24
<i>McNair Fellowships</i>	24
Expectations and Responsibilities	25
<i>Attendance Policy</i>	26
<i>Assignment Policy</i>	26
<i>Grade Point Average Policy</i>	26
<i>Initial Assessments</i>	26
<i>Stipend</i>	26
<i>Email Communication</i>	27
Additional Opportunities	27
<i>Illinois Louis Stokes Alliance for Minority Participation (ILSAMP) Program</i>	27
<i>Students Promoting Educational Advancement and Research (SPEAR)</i>	27
<i>Undergraduate Research/Creative Activity Awards</i>	27
<i>Undergraduate Research Forum</i>	27
Additional Responsibilities	28
<i>Mentoring Responsibilities</i>	28
<i>Alumni Responsibilities</i>	28
<i>Plagiarism</i>	28
McNair Mentor Information	29
<i>Program Background</i>	29
<i>Program Activities</i>	29
<i>Faculty Mentor Roles and Responsibilities</i>	30
<i>Benefits</i>	31

General Information

Program Description

The Ronald E. McNair Post-Baccalaureate Achievement Program is a comprehensive program structured to prepare undergraduates for successful careers as graduate students, professors, and professional researchers. The program is an educational opportunity program funded under the Higher Education Act of 1965 collectively known as TRIO Programs. The McNair Scholars Program is funded by the U.S. Department of Education. The program awards grants to institutions of higher learning for projects designed to provide low-income/first-generation college students or students who are members of a group that is underrepresented in graduate education with effective preparation for doctoral study.

At Southern Illinois University Carbondale, the McNair Scholars Program accommodates at least **twenty-eight** students each year. All students participate in academic year and summer activities until they graduate. McNair Scholars are motivated students who have both the desire and the potential to earn a doctorate degree. By participating in the program, Scholars increase and refine their academic skills and learn the tools necessary to be successful in graduate school.

Program Objectives

Mission: The SIU McNair Scholars Program provides an enriching educational experience for low-income/first-generation college students or students who are members of a group which is underrepresented in graduate education, to excel as undergraduates, succeed in graduate school, and ultimately enter faculty positions in our nations' colleges and universities.

RESEARCH OR SCHOLARLY ACTIVITIES

85% of McNair Participants will complete research and scholarly activities that will directly impact their educational progression each McNair Program academic year.

GRADUATE SCHOOL ENROLLMENT

40% of McNair Program bachelor's degree recipients (or equivalent) will be accepted and enrolled in a post-baccalaureate program of study by the fall term of the academic year immediately following the completion of the bachelor's degree (or equivalent).

Continued Enrollment in Graduate Study

80% of first year graduate students will continue to be enrolled in graduate school at the beginning of the fall term of the next academic year.

Doctoral Degree Attainment

10% of McNair program participants served who will attain a doctoral degree within ten (10) years of the attainment of the bachelor's degree.

History of the Federal TRIO Programs

The history of TRIO is progressive. It began with Upward Bound, which emerged out of the Economic Opportunity Act of 1964 in response to the administration's War on Poverty. In 1965, Talent Search, the second outreach program, was created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the third in a series of educational opportunity programs.

By the late 1960's, the term "TRIO" was coined to describe these federal programs. Over the years, the TRIO Programs have been expanded and improved to provide a wider range of services and to reach more students who need assistance. The Higher Education Amendments of 1972 added the fourth program to the TRIO group by authorizing the Educational Opportunity Centers. The 1976 Education Amendments authorized the Training Program for Federal TRIO Programs, initially known as the Training Program for Special Programs Staff and Leadership Personnel. Amendments in 1986 added the sixth program, the Ronald E. McNair Post-baccalaureate Achievement Program.

Additionally, in 1990, the Department created the Upward Bound Math/Science program to address the need for specific instruction in the fields of math and science. The Upward Bound Math/Science program is administered under the same regulations as the regular Upward Bound program, but it must be applied for separately.

The Higher Education Amendments of 1998 authorized the TRIO Dissemination Partnership program to encourage the replication of successful practices of TRIO programs. Finally, the Omnibus Consolidated Appropriations Act of 2001 amended the Student Support Services (SSS) program to permit the use of program funds for direct financial assistance (Grant Aid) for current SSS participants who are receiving Federal Pell Grants. The legislative requirements for all Federal TRIO Programs can be found in the Higher Education Act of 1965, Title IV, Part A, Subpart 2. The requirements for the SSS Grant Aid can be found in Public Law 106- 554. Currently the TRIO programs include eight outreach and support programs targeted to help students progress from middle school to post baccalaureate programs.

TRIO Programs

- Educational Opportunity Centers
- Ronald E. McNair Post-baccalaureate Achievement Program
- Student Support Services
- Talent Search
- TRIO Dissemination Partnership Program
- Training Program for Federal TRIO Programs Staff
- Upward Bound
- Upward Bound Math/Science

* Adapted from "History of the Federal TRIO Programs",
<http://www.ed.gov/offices/OPE/HEP/trio/triohistory.html>

Dr. Ronald E. McNair

Dr. McNair was born on October 21, 1950, in Lake City, South Carolina. He graduated from Carver High School, Lake City, South Carolina, in 1967, and received a Bachelor of Science degree in physics from North Carolina A&T State University in 1971. By 1976 at the age of 26, he earned Doctor of Philosophy in physics from Massachusetts Institute of Technology. He was later also presented an honorary doctorate of Laws from North Carolina A & T State University in 1978, an honorary doctorate of Science from Morris College in 1980, and an honorary doctorate of science from the University of South Carolina in 1984.

Ronald Mc Nair was an active member in many science organizations. He was a member of the American Association for the Advancement of Science, the American Optical Society, the American Physical Society (APS), the APS Committee on Minorities in Physics, the North Carolina School of Science and Mathematics Board of Trustees, the MIT Corporation Visiting Committee, Omega Psi Phi, and a visiting lecturer in Physics at Texas Southern University.



"Before you can make a dream come true, you must first have one."
- Dr. Ronald E. McNair

Throughout his life, Dr. McNair was recognized as a leader not only academically, but also in his field of laser physics. He was frequently commended for his scientific achievements. Ron McNair graduated magna cum laude from North Carolina A & T (1971), and was named a Presidential Scholar (1967-1971), a Ford Foundation Fellow (1971-1974), a National Fellowship Fund Fellow (1974-1975), and a NATO Fellow (1975). He was awarded Omega Psi Phi Scholar of the Year Award (1975), Los Angeles Public School System's Service Commendation (1979), Distinguished Alumni Award (1979), National Society of Black Professional Engineers Distinguished National Scientist Award (1979), and the Friend of Freedom Award (1981). He is listed in the Who's Who Among Black Americans (1980), earned an AAU Karate Gold Medal (1976), and won five Regional Blackbelt Karate Championships.

Following graduation from MIT in 1976, he became a staff physicist with Hughes Research Laboratories in Malibu, California. His assignments included the development of lasers for isotope separation and photochemistry utilizing non-linear interactions in low-temperature liquids and optical pumping techniques. He also conducted research on electro-optic laser modulation 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. Dr. McNair was selected as an astronaut candidate by NASA in January 1978. He completed a 1-year training and evaluation period in August 1979, qualifying him for assignment as a mission specialist astronaut on Space Shuttle flight crews.

Astronaut McNair first flew as a mission specialist on STS 41-B which launched from Kennedy Space Center, Florida, on February 3, 1984. The crew included spacecraft commander, Mr. Vance Brand, the pilot, Commander Robert L. Gibson, and fellow mission specialists, Captain Bruce McCandless II,

and Lt. Col. Robert L. Stewart. This mission marked the first flight of the Manned Maneuvering Unit and the first use of the Canadian arm (operated by McNair) to position EVA crewman around *Challenger's* payload bay. Included were the German SPAS-01 Satellite, acoustic levitation and chemical separation experiments, the Cinema 360 motion picture filming, five Getaway Specials, and numerous mid-deck experiments -- all of which Dr. McNair assumed primary responsibility. This *Challenger* flight culminated in the first landing on the runway at Kennedy Space Center on February 11, 1984. With the completion of this flight, McNair had logged a total of 191 hours in space.

Dr. McNair was assigned as a mission specialist on STS 51-L. Dr. McNair died on January 28, 1986 when the Space Shuttle *Challenger* exploded after launch from the Kennedy Space Center, Florida. This disaster also took the lives of the spacecraft commander, Mr. F.R. Scobee, the pilot, Commander M.J. Smith (USN), mission specialists, Lieutenant Colonel E.S. Onizuka (USAF), and Dr. J.A. Resnik, and two civilian payload specialists, Mr. G.B. Jarvis and Mrs. S. C. McAuliffe. Posthumously, he was awarded the Congressional Space Medal of Honor.

Dr. Ronald Erwin McNair, Physicist & Astronaut, dared to dream. As an African-American growing up in a poor community in the South, he encountered discrimination early in his youth. Yet, despite such obstacles, he was not deterred from pursuing his dream of becoming a scientist. Dr. McNair enjoyed life to the fullest. He was a 5th degree black belt Karate instructor and a performing jazz saxophonist. He also enjoyed running, boxing, football, playing cards, and cooking. After his death, Congress provided funding for the Ronald E. McNair Post-Baccalaureate Achievement Program to encourage college students with similar backgrounds to Dr. McNair to enroll in graduate studies. Thus, the program targets students of color and low-income, first-generation college students. This program is dedicated to the high standards of achievement inspired by Dr. McNair's life (original source material from <http://www.nasa.gov>, 2003).

McNair Staff Information

The McNair Scholars Program offer an array of services designed to assist our Scholars in acquiring the skills and tools necessary to become successful graduate students. The staff of McNair is composed of a Director (who reports to the Associate Vice Chancellor for Research and ORDA Director), Associate Director, Program Assistant, and Graduate Advisor.

Administrative

Karen Renzaglia

Director
Woody Hall, Room B145B
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Rhetta Seymour

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All McNair staff can be reached at the following address:

McNair Scholars Program
Southern Illinois University
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Carbondale, IL 62901
www.mcnair.SIU.edu
Fax: 618 | 453-4596

Who to See For Assistance

The McNair staff is always eager to assist Scholars or Mentors with any questions or concerns. To expedite the process of getting the assistance quickly, refer to the chart below for information regarding the most appropriate staff member to contact.

McNair Staff Member

Karen Renzaglia

Director

Areas of Expertise

Academic advising
General program services and benefits
Grant oversight and reports
Interface with faculty and administrators
Locate resources and interact with funding agencies

Mentor Orientation

Program mission and design
Program and policy implementation

Recruitment and outreach

Summer Research Institute

Rhetta Seymour

Associate Director

Academic advising/tutoring
Recruitment and application process

Cultural Events

Grant oversight and reports

Interface with faculty and administrators

Locate resources and interact with funding agencies

Mentor Orientation

Program mission and design

Program and policy implementation

Questions about stipends and travel

Summer Research Institute

University programs and services integration

College site visits, Graduate Fairs, & Conferences

First year Scholar workshops

Event Planning & Coordination

McNair Journal

McNair Newsletter

Mentor selection

Summer timesheets

Updates McNair and SIU calendar

UNIV301b, 401a & b

Graduate Advisors

Mailbox, business cards

Office supplies

Event Planning & Coordination

Document Archiving

Scholar Contact Information

Event Planning & Coordination

Certification of McNair Scholars participation - fee waiver form

Recruitment and outreach

SPEAR RSO

Undergraduate Research Forum – Poster support

UNIV 301 A Course

Program Components

Welcome Ceremony

All new McNair Scholars will be announced at our annual Welcome Ceremony. The location and time will be announced at a later date. Family and friends are encouraged to attend. Please dress in professional attire (no jeans, shorts, sweats, flip flops, etc.) as we want all Scholars to look their best. If a Scholar has already officially designated a mentor, the mentor will be invited to attend the ceremony as well. All new Scholars and mentors will be introduced and asked to provide a brief overview of their intended research project. If a research mentor has not been selected, the Scholar will only be asked to say a few words about his/her academic area of interest and a potential research project. A photographer will be on hand to document the event.

McNair Courses

These required one credit hour courses will prepare all McNair Scholars for graduate school by developing academic and research skills critical to success at the graduate level. Each course is designed to provide information and experiences vital to understanding the research process, acquiring a sense of academic professionalism, and managing the graduate school application process. There are two mandatory fall courses that all McNair Scholar must attend: Undergraduate Research Professional Development Seminar – Univ 301a and Graduate School Preparation Seminar – Univ 401a. These are described below.

Undergraduate Research Professional Development Seminar – Univ 301a

We will explore the value and process of engaging in research and other related professional activities. We will also examine graduate school experiences.

Course Objectives:

- Enhance academic skills (writing and technical reading) that best prepare undergraduates for success in graduate school.
- Prepare for and write a research project proposal.
- Identify a faculty mentor.
- Compile application packet for Undergraduate Research and Creative Activity Award.

Graduate School Preparation Seminar – Univ 401a

We will provide an overview of the credentials necessary for acceptance into graduate school and establish a clear understanding of how to prepare for and succeed as a graduate student. Scholars will be given guidance on the selection of an appropriate graduate program and in development of a competitive application packet. We will explore the value and process of engaging in research and other professional activities and we will examine graduate school and faculty experiences.

Course Objectives:

- Enhance academic skills (writing and technical reading) that best prepare undergraduates for success in graduate school.
- Prepare for and take the GRE.
- Identify graduate schools and develop a timeline for application.

- Compile application packets for graduate school, including writing a personal statement.
- Understand graduate school and faculty responsibilities.

Summer Research Institute (SRI)

The Summer Research Institute is a vital component of the SIU McNair Scholars Program. The Institute promotes actual research activities that are instrumental in preparing undergraduate students for successful entry into graduate programs.

Goals

The goal of the summer research project is to provide McNair Scholars with experience in all aspects of the research process including the following:

- conceptualizing a problem
- preparing a proposal
- conducting a literature review
- designing a research project
- gathering data
- analyzing data
- drawing conclusions based on empirical evidence
- reporting results

Scholars will develop not only critical research skills, but will also improve their communication skills through the presentation of their research results in both written and oral forms.

Overview of the SRI

Mentor Selection

During the spring semester prior to the Summer Research Institute, McNair staff and Graduate Advisors will work with each Scholar to identify a research mentor (if one isn't identified prior to the SRI). This will require a serious effort on the Scholar's part to explore the interests of the faculty in his/her department.

Outside Work or Classes

Due to the demand and rigors of each research project, Scholars are **not** allowed to take classes or to work outside of the McNair program for the duration of the eight weeks.

Attendance

All Scholars conducting research during the summer are **required** to participate in all aspects of the orientation program (unless otherwise excused by the McNair Director or Coordinator).

Orientation Sessions

Orientation will be held on campus (location and times TBA). McNair staff, SIU faculty and special guests will lead the workshops designed to assist Scholars in developing life skills (e.g., team building, time management, etc.) and to prepare for the professional and research experiences of the program. Scholars will be provided a detailed orientation schedule during the first meeting.

During the one-week orientation program, Scholars receive instruction and guidance on the research process. After the first week, Scholars will work independently for the remainder of the SRI. Arrangements should be made to work with your mentor to finalize the proposal by the due date indicated on your schedule. This formal proposal will guide the research project (see Research Proposal Guidelines for details) for the remainder of the summer.

*Note: Failure to attend the first day of orientation will result in immediate termination from the program.

Workspace and Schedule

Since each Scholar represents a different college/department, there will be many variations among the research projects. Arrangements should be made with each Scholar's research mentor to secure a workstation or lab space to use during the summer program. The expectations remain the same for all Scholars—all must work full time on their research project and/or McNair activities throughout the eight weeks.

Conducting Research

Each Scholar conducts an original research project under the direct guidance of an SIU research mentor in their discipline. All scholars are expected to work on their research project for 40 hours per week for the duration of the summer program (unless other arrangements have been approved by the McNair Director). During the first week, scholars will participate in orientation and training sessions. On Friday mornings from 8:30 – 12:00 during the following six weeks, scholars will gather for discussions, seminars and continued training. The remaining time will be utilized by the Scholars to perform their research duties according to their proposal.

In conjunction with the research project, Scholars are required to present their research findings at a culminating event scheduled during July called the *McNair Scholars Research Symposium*. In preparation for this event, the Scholar will be provided specific guidelines for each of the following research symposium components: 1) a PowerPoint presentation that describes his/her research project; 2) a research paper based on their project results; and 3) an Abstract of the research journal paper.

All papers are due on the final due date. Research papers will be organized according to the format of a disciplinary journal identified by each scholar. During weeks two through eight, all Scholars and McNair staff will meet on Friday mornings (8:30–12:00 PM) for additional workshops. Moreover, each Scholar will be expected to meet regularly with McNair graduate advisors. In the week of the symposium, all Scholars will be required to attend practice sessions during which each will give his/her presentation to a group of fellow Scholars and university personnel who will then provide feedback. All Scholars will present on the last day of the summer research program during a day-long presentation and recognition event (the *McNair Scholars Research Symposium*).

Important Note: The research proposal cover sheet with abstract, paper and PowerPoint should all be submitted to the McNair Office electronically (rseymour@siu.edu) by the due dates listed on the McNair Calendar.

GRE PREP sessions

GRE prep sessions will be offered every week throughout the summer. The times vary—see calendar for details. All rising seniors are required to take the actual GRE **prior** to fall semester. Currently, the Educational Testing Services will provide McNair Scholars with a fee reduction certificate valued at 50% of the test-taking fee. **Please Note: Each scholar will be responsible for the remaining 50% of the test taking fee.** The McNair staff will assist you in preparing the appropriate paperwork. Once you are notified by the McNair staff that your fee reduction certificate has been received, you should schedule your test during July 16th- August 15th.

Stipends and Research Supplies

Each McNair Scholars will receive a stipend of **\$2,800** for participation in the Summer Research Institute. The stipend is distributed in four **\$700** payments over the course of the Summer Research Institute and is contingent upon completion of assignments and expectations set forth in the Student Participation Agreement. Stipend disbursements will be delayed if any Scholar fails to maintain satisfactory progress in the program, neglects to turn in assignments, (i.e. literature review, paper, PowerPoint presentation, etc.) or has unexcused absences. In the event of an unexcused absence, you will lose **\$50.00** per day for each day missed.

In addition, up to \$200 will be available to each scholar as needed to pay for research related materials. To order research supplies each Scholar must work with the P-Card administrator in his/her respective department. The McNair Office will provide each administrator the proper account information for reconciliation purposes.

Academic Credit

It is possible to receive academic credit for research efforts in the McNair Summer Research Institute. All Scholars who are interested in receiving academic credit for their research involvement have two options.

- 1) Scholars can discuss with their mentor about registering for 1-6 credit hours of independent study.
- 2) Scholars can enroll in 1-6 credit hours of UNIV 301B: McNair Research Project.

Pending approval from the University administration, McNair will cover the costs of three credit hours of your summer tuition. If you have additional questions, contact the McNair Office.

Research Proposal Guidelines

Directions: The project description for your summer research should be a clear statement of the work to be undertaken. It should be 3-4 single-spaced pages long, typed using size 10-12 font, with 1-inch margins, and include the page number and your name on each page. Save your document with first and last name as well as SRI 201x (e.g. JaneDoeSRI2015). Submit a signed, dated and *typed cover sheet* with your research plan. Work closely with your research mentor to explore the literature, develop ideas and finalize your methodologies. As always, the McNair staff is available to answer your questions and assist you in completing this research proposal. Note: Please include the subheadings listed below.

A. STATEMENT OF THE PROBLEM:

Clearly and concisely state the research problem/question or creative concept that will be addressed during the summer (and beyond if appropriate).

B. BACKGROUND AND CONTEXT:

Explain the present state of knowledge or understanding in the field, with proper citations of pertinent literature where appropriate. (See Literature Cited, section H.) Make it clear why you want to do this project, and why it needs to be undertaken to fill a gap in knowledge.

C. HYPOTHESES AND / OR RESEARCH QUESTIONS:

List the hypothesis (hypotheses) you will test or state your research question(s).

D. EXPERIMENTAL DESIGN AND METHODS OF DATA GATHERING:

Systematically describe the design of your project and how you will gather data to address your questions and/or hypotheses. Systematically describe how the data will be analyzed. (Quantitative and/or qualitative methods may be used.)

E. JUSTIFICATION/IMPORTANCE OF THE PROJECT:

Explain the significance and impact of your project as it contributes to the advancement of learning in your discipline, to the enrichment of our cultural and aesthetic heritage, and/or to the public welfare.

F. OUTCOMES:

What will be the final “product” of the proposed project? Possible “products” are a report, a publishable article or chapter, a performance, a policy recommendation, a painting, etc. Be specific.

G. TIMELINE OF PROJECT ACTIVITIES:

Provide a timeline of research activities throughout the eight-week summer session. Include preparation of a research paper and PowerPoint presentation.

H. LITERATURE CITED:

Include a list of references that are cited in your proposal, especially in section B. Use standard professional format such as APA style for your literature citation.

I. ITEMIZED BUDGET AND BUDGET JUSTIFICATION:

List your supplies budget items and a justification for these items, which may total no more than \$200. Also indicate whether or not you will be attending a professional meeting with your mentor before the end of the spring 2015

semester. If you are not certain, discuss the possibilities and note that arrangements will be made as the research progresses.

Research Proposal Cover Sheet

Directions: Please type and submit the title and abstract electronically to rseymour@siu.edu

Name:

Major:

Faculty Mentor (Name, Title and Department):

Where will the research be conducted? Please provide the building, room number and phone number where you can be reached.

Title of Research:

Abstract of Research Plan (150-200 words):

McNair Scholar Signature/Date

Faculty Mentor Signature/Date

Dean/Director Signature/Date

Additional Program Services

Graduate Record Examination (GRE) Preparation

An intensive GRE Prep session will be provided for current and rising seniors. McNair GA's will lead the sessions each summer concurrent with the Summer Research Institute.

Individualized Tutoring

McNair Scholars are eligible to request a personal tutor in any class. If any Scholar is struggling to keep up with coursework material and has made an effort to meet with the instructor, McNair will assist in enlisting the services of a tutor. Tutors are hired to assist with current courses for 2-5 hours a week. It is the McNair Scholar's responsibilities to set up the tutoring schedule once a tutor is identified and hired. If a Scholar fails to attend a designated tutoring session more than two times, the remaining tutoring sessions will be cancelled. Individualized tutoring is a privilege and a benefit to which many students do not have access. Every attempt must be made by the Scholar to uphold this agreement with the program.

Academic Counseling and Advising

Each McNair Scholar will be assigned a graduate advisor (GA). Scholars are expected to check in regularly with their GA. The GA's are available to assist Scholars with academic, research, GRE and graduate school advisement. Please refer to GA's office hours and/or make an appointment to meet with him/her. In addition, the Coordinator is available to assist in finding a mentor, developing the research proposal, acquiring a tutor (should you request one) and providing general support to you as you progress through the program.

Scholars Study Room

All Scholars will be given access to the Scholar Study Room (B145). There are several computer stations, a printer, telephone, books and graduate school resources. Scholars are encouraged to use this space to study, research graduate schools, share experiences and be involved in the office. All Scholars will be issued a key for the room and the main entrance to Woody Hall. In the event these keys are lost, the Scholars must pay \$300 for a replacement set (or deduct the amount from the summer stipend).

When people are waiting to use the computers, priority will be given to Scholars who are working on graduate school applications and GRE preparation. Please remember this is a shared working space. Please be respectful of others who are working in the room and nearby offices.

SIU McNair Scholars Journal

Upon conclusion of their research project at SIU, McNair Scholars will submit a paper summarizing their work. Selected papers appear in the annual *SIU McNair Scholars Journal*.

Professional Development

Cultural Events

McNair Scholars can request support to attend local and regional cultural events. Please see the Coordinator if you would like to organize a group of current McNair Scholars to attend a specific event. McNair will cover the cost of tickets and transportation.

Portrait

A professional portrait will be taken of each Scholar for publication and promotional purposes. All Scholars will receive a copy of their picture electronically.

Personalized Business cards

When preparing to attend a professional meeting, McNair staff will assist in preparing a personal business card for use by current McNair Scholars while networking with faculty, staff and students from other colleges, universities and McNair Scholars Programs. Scholars are asked to please contact the Program Assistant if interested getting personalized business cards.

Mailbox

All Scholars have a mailbox set up for them in the McNair Office (Woody Hall, B145) to receive mail regarding graduate schools and other opportunities. Please remember to stop by periodically to check for new mail and other handouts.

Travel Policy

As a McNair Scholar, travel funds may be expended to travel to a professional conference in your discipline, or to a McNair Program conference elsewhere in the country. The only requirement for conference participation is that the Scholar has been accepted to present his/her McNair-funded research project at the conference. Additionally, travel funds will also cover the costs of visitation to a potential graduate school.

McNair travel funds cover the following:

- ✓ Registration fees for conferences
- ✓ Transportation costs, including flights, trains, taxi or shuttle rides to and from the airport, or mileage if you plan to drive (as long as mileage is less expensive than a flight)
- ✓ Hotel accommodations
- ✓ Meals, including breakfast, lunch, and dinner (excluding alcoholic beverages and tips).

Unless explicitly listed above, it must be assumed that McNair travel funds do not cover any other costs.

Priority is given to:

1. Scholars who have excellent attendance records for McNair activities and events
2. Scholars who are graduating seniors
3. Scholars who have participated in the Summer Research Institute
4. Scholars who maintain at least a 3.0 GPA

Application Process

Once you have located a conference that you want to attend, McNair staff will work with you to register, make travel and lodging arrangements, and arrange for per diem payments for meals. This procedure is described in greater detail below.

To apply for travel funds, Scholars should complete the Travel Request Form and submit to McNair Coordinator for review at least 4-6 weeks before the travel. All scholars are required to seek additional funds from their department and college.

Please, use the steps enumerated below to assist in planning for conference travel.

If you plan to ATTEND A CONFERENCE:

- Notify the McNair staff of the topic/field of the conference.
- Complete any registration forms associated with the conference. Note the deadlines for registration and, if you intend to present a paper, proposal submission.
- Determine the exact dates and times that you wish to attend. Be sure to consider when you want to arrive at the location, which will influence when you want to leave Carbondale. For example, if a conference in Seattle, Washington, begins at 1:00pm on a Thursday, do you want to leave early Thursday morning (which may be inconvenient), or Wednesday night (which will involve another overnight stay and therefore cost more)?
- Meet with the McNair Coordinator to make travel arrangements. We will schedule flights and make reservations at the hotel for you. It is easiest to do this while you wait, so that you can advise us on any issues that arise. For example, there may not be a flight available when you want to leave, so you will need to inform us of your second choice. In most cases, your tickets and confirmations will be sent to the McNair Program office, where you will need to pick them up.
- Make arrangements as soon as possible, preferably at least a month in advance. Flights will be less expensive, early registration and hotel reservations are priced lower, and so forth. This will benefit you, because the less money you spend per conference, the more conferences you can attend, and the further that \$500 will get you.

If you plan to VISIT GRADUATE SCHOOLS: (See Checklist)

- Thoroughly investigate and select the programs you would like to visit. Seek advice from your faculty and graduate mentors and from the McNair staff.
- Determine dates and times of travel. While weekends might interrupt your schedule the least, consider staying for at least one weekday, so that you can attend a class meeting (assuming the faculty allow visitors into their classrooms).
- Contact the departments and arrange visits with faculty and graduate students there.
- Meet with the McNair Coordinator to make travel arrangements. We will schedule flights and make reservations at a hotel for you. It is easiest to do this while you wait, so that you can advise us on any issues that arise. You might also find out if you can stay with graduate students during your visit. Departments often encourage strong candidates to visit, and will help you make accommodations.

Points to remember

- McNair Program travel funds can only be used for travel within the United States.
- Once registrations, flights, and hotel accommodations have been confirmed, YOU are responsible for any charges for changes or cancellations. Please do remember this and plan accordingly.
- If possible, try to take extra money and/or a cash card along for contingencies: getting snowed in at the airport and needing to buy food, missing the shuttle and having to catch a cab. If this will be a hardship for you, discuss alternatives with the McNair staff. You may, for example, be able to acquire a short term student loan from the financial aid office.

The McNair Program will not pay for or reimburse:

- Alcoholic beverages
- Personal purchases (books, souvenirs, etc.)

- Cost of meals beyond per diem limits
- Tours, excursions, and non-conference-related events and entertainment
- Car insurance if you rent a car
- Tips you give to service providers
- Family or friends accompanying you
- Personal phone calls, movies, or room service at your hotel room

Please do not hesitate to call the McNair office if an emergency arises or if you encounter difficulties while traveling that we may be able to help you resolve.

Contact numbers:

McNair Program Office: 618-453-4582

McNair Director: 618-453-3229

McNair Associate Director: 618-453-4585

Keep these numbers with you in case of emergency.

Checklist for Graduate School Visitation

If you are visiting a potential graduate school, it is important that you set-up appointments beforehand with people involved in the admissions process. In order to receive funding you must:

- Find out from the Graduate School if there is an official visitation day.
- Meet with the Director of Graduate Studies for the department*
- Meet with at least one faculty members who might serve as your advisor.
- Meet with an admissions counselor in the graduate school.
- Meet with the Director/Coordinator of fellowships in the Graduate School.
- Set up a campus tour.
- Prior to travel, provide the McNair office with a copy of your appointment schedule.
- Be sure to ask for help if you run into problems making these arrangements.

*In some cases you will also have to meet with the coordinator for your area of specialization, e.g. Director of Graduate Studies for Psychology and Director of the Counseling Program.

Conferences and Graduate School Visitations

It is imperative for researchers to actively participate in their discipline's associations and research events. Maintaining current knowledge in the selected field is critical to success as a researcher.

McNair Scholars Research Symposium

A McNair Scholars Research Symposium is held every year upon conclusion of the summer research program and is held in the Life Science III auditorium. This is the time and place for all Scholars to present their research findings to the public and university personnel.

Discipline-specific Conferences

Consult with your Faculty Mentor and/or McNair staff for additional information regarding associations and conferences in your specific discipline or field. Attendance at these meetings affords Scholars many opportunities for networking, talking to faculty from other universities regarding graduate work, as well as updating your own knowledge about current research in your field of study. Take advantage of these opportunities!

Graduate School Expositions

Institutions of higher education around the Midwest host graduate school fairs or expositions. The host institution typically invites anywhere from 10 to 100+ different universities to their exhibition hall location. These universities send their recruiters to work a booth in the exhibition hall. As a participant, Scholars get to wander this great hall and discuss with these university representatives the graduate programs they have to offer. Participation in these fairs or expositions will provide a lot of graduate school information as well as a personal contact for later follow-up.

Graduate School Visitations

The McNair staff will also arrange visitations to graduate schools within our region. The universities selected will vary from year to year depending upon the interests of the Scholars. These group visits will be arranged periodically throughout the academic year and announced during regularly scheduled meetings and via e-mail. Staff is also available to assist with individual graduate school visitations. Contact the Coordinator if you are interested in planning a visit.

Graduate School Preparation

The McNair staff is also available to assist Scholars with graduate school preparation and all that entails, such as finding the right graduate school for you, completing application forms and researching funding opportunities. All Scholars enrolled in Univ 401a will learn how to identify graduate programs and how to negotiate the application process. Contact the Coordinator for further assistance.

McNair Benefits

All McNair Scholars who are graduating the following Fall, Spring or Summer semesters will be eligible for listing in the nationally recognized McNair Senior Scholars Directory compiled by the Council for Opportunity in Education. This publication is distributed to Graduate School recruiters throughout the United States. The Directory includes information regarding each Scholars intended graduate major along with his/her research title.

McNair Fee Waivers

Many institutions of higher education waive application fees for McNair Scholars. The list of these institutions is extensive. See the website given below for a complete listing of these institutions and their waiver policies. Then contact that institution directly for more information.

http://www.coenet.us/coe_prod_imis/COE/TRIO/McNair_Fee_Waiver_List/COE/NAV_TRIO/McNair_Scholars_Fee_Waiver_List.aspx?hkey=d459a62a-5577-4103-b125-8c3bb8aa5029

McNair Fellowships

Many institutions of higher education offer Fellowships specifically for McNair Scholars. The list of these institutions is also extensive. See the website given below for a complete listing of these institutions and their Fellowship offerings. Then contact that institution directly for more information.

http://www.coenet.us/coe_prod_imis/COE/TRIO/McNair_Fee_Waiver_List/COE/NAV_TRIO/McNair_Scholars_Fee_Waiver_List.aspx?hkey=d459a62a-5577-4103-b125-8c3bb8aa5029

Expectations and Responsibilities

McNair Scholars are expected to uphold the Student Participation Agreement signed when joining the program. A copy of the signed Student Participation Agreement is given to each Scholar and one is stored in each Scholar's file in the McNair Office. Below is a copy of that agreement:

McNair Student Participation Agreement

I, _____, understand and accept the responsibility to participate in the McNair Scholars Program at Southern Illinois University Carbondale. During the program I will conduct research, maintain involvement in program activities and actively pursue admission to graduate school. I agree to satisfy the following program requirements (read and place a checkmark before each statement):

Program Activities:

- Attend **ALL** scheduled events and workshops, *except in case of emergency*. You must receive prior permission from McNair staff to be absent.
- Attend all required orientations and meetings.
- Maintain a GPA of at least 2.7 or higher.
- Maintain regular contact with McNair Scholars Program staff.
- Present a poster at the SIU Undergraduate Research Forum.
- Complete an undergraduate degree program.
- Apply to at least three graduate degree programs prior to earning a Bachelor's degree.
- Notify McNair staff of all graduate school acceptances, rejections, and financial packages.
- Notify McNair staff of the graduate program you select to attend.
- Notify McNair staff of any address and/or phone number changes.
- Cooperate with follow-up surveys after leaving SIU.
- Maintain contact with McNair staff after you graduate from the SIU.
- Agree to allow McNair staff to contact your graduate program to get updates on your status.

Research Experience:

- Meet regularly with your faculty mentor to define and conduct the research project.
- Conduct research full-time during one eight-week Summer Research Institute and complete at least one research project.
- Participate in all required activities during the summer program.
- Submit a copy of your research abstract to the McNair Program office.
- Submit a journal-quality research paper to the McNair Program office by the deadline set by the McNair staff.
- Present your research at a professional conference (McNair or in your discipline) and/or publish your research paper, either in our annual SIU McNair Scholars Journal or in a peer-reviewed journal in your discipline.
- I understand that I may not register for additional courses throughout the summer.*
- I understand that I may not accept employment throughout the Summer Research Institute.*

I have read, and agree to, the conditions for McNair acceptance. I realize that failure to comply with any of the above conditions will affect my eligibility to continue in the program.

Student Signature _____ Date _____

*Students may petition these conditions in extreme situations.

Attendance Policy

As stated in the Student Participation Agreement, Scholars are expected to fully participate in all scheduled events. If you are unable to attend, PRIOR approval must be given by the McNair staff to be excused.

If an unexcused absence from a mandatory event is incurred, a warning letter will be sent to the Scholar. If three warning letters are received, the Scholar will be released from the program.

Assignment Policy

As stated in the Student Participation Agreement, Scholars are expected to fully participate and complete McNair assignments and tasks. If you are unable to finish an assignment on time, you must make other arrangements with the McNair staff to ensure the tasks are complete.

If assignments are not completed, a warning letter will be sent to the Scholar.

Grade Point Average Policy

Scholars are expected to maintain a minimum cumulative grade point average (GPA) of 2.7. If a Scholar's GPA falls below 2.7, a warning letter will be sent to the Scholar. The Scholar is then expected to make an appointment with McNair staff to determine how his/her academic needs can best be supported. Depending upon the situation, weekly meetings with an academic tutor will be set up for the following semester to assist the Scholar in academic needs.

Initial Assessments

Upon admittance to the program, all Scholars must complete a series of assessments within 30 days:

1. Practice GRE test (3 Hours)
2. McNair Needs Assessment (20 Minutes)
3. LASSI (30 Minutes) (as needed)
4. Myers-Briggs Type Indicator (30 Minutes) (as needed)

At the earliest convenience, please call the office to make this appointment.

Stipend

Each McNair Scholars will receive a stipend of **\$2,800** for participation in the Summer Research Institute. The stipend is distributed in four **\$700** payments over the course of the Summer Research Institute and is contingent upon completion of assignments and expectations set forth in the Student Participation Agreement. Stipend disbursements will be delayed if any Scholar fails to maintain satisfactory progress in the program, neglects to turn in assignments, (i.e. literature review, paper, PowerPoint presentation, etc.) or has unexcused absences. In the event of an unexcused absence, you will lose **\$50.00** per day for each day missed.

Email Communication

Email is the primary form of communication used by the McNair Scholars Program because it's fast and efficient. All McNair Scholars are required to set up and maintain an SIU school email account to ensure important program communications are delivered and read in a timely fashion. **It is each Scholars responsibility to check their email account regularly** for announcements, class changes, travel information, etc.

Additional Opportunities

Illinois Louis Stokes Alliance for Minority Participation (ILSAMP) Program

The ILSAMP Program provides support to minority undergraduates from science, technology, engineering or math fields to support participating student to transition successful to graduate school. All McNair Scholars who meet the eligibility requirements are encouraged to apply for additional support through ILSAMP.

Students Promoting Educational Advancement and Research (SPEAR)

SPEAR was established in the spring of 2005 by a group of McNair Scholars for students with goals of pursuing a masters or doctoral degree. SPEAR believes in building a strong support system to guide students through the transitional period between undergraduate and graduate studies. SPEAR will stimulate interest in undergraduate research and graduate studies and provide personal and professional development activities and will provide a forum for educational opportunities and promote higher education in all majors and disciplines. Membership dues are \$25 a year. All McNair Scholars are encouraged to join.

Undergraduate Research/Creative Activity Awards

SIU's undergraduate research program, REACH (Research-Enriched Academic Challenge), offers competitive \$1500 grants and undergraduate assistantships to support an original research, creative, or scholarly project done with the guidance of a faculty mentor.

Undergraduate Research Forum

The Undergraduate Research Forum, sponsored by SIU's Center for Undergraduate Research and Creative Activities is held every spring semester in conjunction with Research Day. Undergraduates who have conducted an original research, scholarly, or creative project under the guidance of a faculty mentor are invited to display an informational poster at the forum's poster session. Prizes are awarded for the top posters. For additional information visit the ORDA website located via the SIU main page at <http://reach.siu.edu>.

Undergraduate Assistantships

Undergraduate assistantships will be provided with a working wage of \$10 an hour for ten hours a week. The SIU Undergraduate Assistantship Program (UGA) provides approximately 300 awards per year. Please visit the SIU UGA website for more information.

Off-Campus Summer Research Opportunities

Additional research opportunities for McNair Scholars are provided through off-campus programs such as SURE, WROP, SROP, and SURF. Additional information for Off-Campus Summer Research Opportunities can be found on the SIUC McNair Scholars Program website.

Additional Responsibilities

Mentoring Responsibilities

All Scholars are invited to share their experiences as a McNair Scholar during recruitments events, to new students and/or to university officials. Please, make every effort to assist our program staff in disseminating information about the tremendous research work being conducted by McNair Scholars.

Alumni Responsibilities

As stated in the Student Participation Agreement, the McNair Program will contact all former Scholars annually for ten years after admittance into the program. McNair Program Directors are required by law to report annually to the US Department of Education progress of all McNair Scholars as they matriculate through their Master's and Doctoral programs. As part of the signed agreement with the McNair Scholars program, Scholars are required to maintain contact with the McNair office at SIU and assist McNair staff in keeping accurate and current records of your academic progress. Please, assist our office staff by informing us of any change in your mailing address, email or telephone contact information. In addition, the McNair staff will work closely with the Alumni Association to maintain communication with all former Scholars regarding SIU and the McNair Scholars program.

Plagiarism

As part of the McNair Scholars program, you are part of an even greater Community of Scholars with the assumption that the work you do will be your own. However, distinguishing your work from the work of another can be tricky at times, for Scholars and their advisors, mentors and/or instructors. All Scholars are advised that presenting another's work as your own, even if by accident, is a serious violation of the *Student Conduct Code*.

The *Student Conduct Code* identifies the following as acts of academic dishonesty: "Plagiarism, representing the work of another as one's own work; preparing work for another that is to be used as that person's own work; cheating by any method or means; ...soliciting, aiding, abetting, concealing, or attempting conduct in violation of this code" (p. 18). Whether quoting or paraphrasing (or even summarizing) someone else's work, you should cite your sources; failure to do so constitutes an act of plagiarism. This policy applies to papers and speeches. Buying a paper online, copying text from several web sites, and turning in someone else's paper (even with a few words changed) are all examples of plagiarism when you claim such work as your

own. (Note: As services selling such papers have increased in number, so have services that track plagiarism using sources from the internet.)

Suspected cases of plagiarism will be investigated following Article V of the *Student Conduct Code*; if plagiarism is substantiated, the perpetrator may face failing the assignment, failing the course, disciplinary censure, and/or suspension from the university, depending on the details of the case (see Article III of the *Student Conduct Code*). As a rule of thumb: when in doubt, cite where the information is coming from. If you are uncertain whether you are citing sources sufficiently and appropriately enough to avoid plagiarism please consult your instructor or a tutor at the Writing Center. For complete rules and regulations regarding plagiarism, see the *SIU Student Conduct Code*. (Academic Dishonesty policy language courtesy Jon Gray, Speech Communications.)

McNair Mentor Information

Program Background

The purpose of the federally funded Ronald E. McNair Postbaccalaureate Achievement Program is to prepare underserved SIU students for **graduate study leading to a doctorate**. Our program targets undergraduates from two groups: 1) low income (must meet federal income guidelines) and first-generation (neither parent completed undergraduate degrees); 2) underrepresented minorities (African American, Hispanic/ Latino, and Native American/ Alaskan Native); 3) Women underrepresented in STEM disciplines as identified by the Office of Science and Technology Policy located on the whitehouse.gov website. Through a rigorous application and selection process, twenty-eight **sophomores or juniors** will be invited to participate as McNair Scholars. Scholars will be assets to any research team as only the best and most highly motivated students will be offered positions in the program.

Program Activities

McNair Scholars attend professional conferences with their mentors, visit graduate schools, attend graduate school fairs, prepare for graduate school entrance exams, receive guidance through the graduate school application process and obtain information on securing fellowships, graduate assistantships, and/or loans. Scholars take a course that focuses on developing effective learning strategies, research methods, advanced library skills, enhanced writing techniques, and general academic skills. Students explore graduate school life and pursue professional development activities.

The research projects are conducted during the summer session. **McNair Scholars** work full-time for eight weeks during the summer under the guidance of their mentors. McNair Scholars receive a stipend of \$2,800. A small supplies budget (\$200) will be provided for each Mentor/Scholar team. Through directly engaging in scholarship and research, students receive individual attention from mentors and integrate into the research team. Students work closely with mentors to design and execute the research project. The mentor assists the student to develop conceptual and technical skills. Upon conclusion of their research project at SIU, McNair Scholars make formal presentations to faculty and peers at the McNair Scholars

Research Symposium and submit a paper summarizing their work. Selected papers appear in the **SIU McNair Journal**. The excitement of discovery and involvement in professional activities that Scholars experience during this research program are designed to increase their desire to pursue doctoral studies.

Research support during the academic year is limited but Scholars will be encouraged to explore institutional opportunities such as research support from grants and Undergraduate Assistantships. Juniors will be given guidance in applying for Undergraduate Research/ Creative Activity awards from REACH.

The SIU McNair Program provides funds to help defray costs for Scholars to attend a state, regional and national **professional conference** with their mentors. Scholars will also be given the opportunity to attend and present at the McNair National Conference.

Faculty Mentor Roles and Responsibilities

Within the course of the year, mentors perform the following **responsibilities**:

- Serve as the major research advisor for the McNair Scholar
- Meet with the McNair Scholar regularly, preferably weekly
- Integrate the McNair Scholar into your research group
- Develop McNair Scholar's research/scholarship skills
- Supervise activities and assign tasks for the McNair Scholar
- Assist in finding office/lab space for the Scholar during the summer research
- Provide motivation, support and direction for the McNair Scholar
- Accompany the McNair Scholar to a professional conference
- Assist the McNair Scholar with the following: research proposals, oral presentations, research papers and/or poster development
- Evaluate the McNair Scholar's research proposal and paper, and overall performance
- Provide feedback on effectiveness of program activities

Typical activities for McNair Mentors include involving the student in the day to day operations of their research program or scholarly activities; directing the McNair Scholar to appropriate seminars; helping the student identify and make contacts with appropriate graduate schools and programs; introducing the student to pertinent professional organizations; involving the student in reviewing manuscripts and grant proposals; pointing out readings with which the student should be familiar; helping the student structure a curriculum vitae for inclusion in a graduate school application; and encouraging the student to think critically, ask questions, express opinions, and respect different points of view.

Benefits

McNair Mentors are the main contributors to the success of the McNair Scholars Program because they assist students in developing professional work habits, research skills, and personal relationships to assist them in future doctoral pursuits. Through participating in the program, mentors widen their network of campus colleagues. Previous mentors have stated that a major reward of being a McNair Mentor is the time spent with the Scholars. In addition, Mentors will receive a \$500 honorarium for the participation in the program. This honorarium is distributed when the McNair Scholar participates in the Summer Research Institute.