



Winthrop McNair Scholars Program *Description & Expectations for the* 2024 Summer Research Experience & Beyond



Winthrop McNair Scholars Program Description

The Winthrop McNair Scholars program prepares first generation, underrepresented, and low-income undergraduates for success in PhD programs. Winthrop McNair is funded by a five-year renewable TRiO grant from the U.S. Department of Education. \$272,364, or 74% of program costs, in federal funding is provided each year for programming and materials that will help 30 eligible students prepare for graduate study. Winthrop contributes the remaining 26% of the budget with approximately \$95,000 in cash and in-kind matches. The U.S. Department of Education describes the program in this way:

Through a grant competition, funds are awarded to institutions of higher education to prepare eligible participants for doctoral studies through involvement in research and other scholarly activities. Participants are from disadvantaged backgrounds and have demonstrated strong academic potential. Institutions work closely with participants as they complete their undergraduate requirements. Institutions encourage participants to enroll in graduate programs and then track their progress through to the successful completion of advanced degrees. The goal is to increase the attainment of Ph.D. degrees by students from underrepresented segments of society. (Downloaded 2/22/24 from <https://www.ed.gov/programs/triomcnair>)

Winthrop McNair **provides research, extensive support, and transformational opportunities throughout the junior and senior years.** Our program is designed to help undergraduate participants from SC universities conduct and disseminate high quality research and prepare to enroll in and complete PhD programs. High quality research is defined as having definitive start and end dates, with benchmarks and a final product (e.g. presentation or paper) that is beyond the requirements of a typical class, and a qualified mentor who is not a member of regular staff. At Winthrop, all mentors and the Director are required to have a PhD because the 4th mandatory McNair objective is measured by alumni PhD attainment.

Winthrop McNair services include, but are not limited to, a summer research internship, faculty mentoring, relevant coursework, tutoring, travel to present research and explore graduate programs, graduate application and admissions assistance, graduate financial aid assistance, **workshops, graduate test preparation, and professional development.**

Summer Research Experience (SRE)

Every participant must complete a mentored McNair summer research internship during their first year in the program. Minimum completion requirements include at least one research presentation that meets the federal definition of high-quality research. During the Summer Research Experience (SRE), Scholars complete MCNR 300 (McNair Research Experience), which complements their work with their Mentors. Examples of class discussions include literature search methods, general research methodology, ethics and data ownership, matching statistical analyses with data types, IRB review, qualitative and quantitative research, and effective presentations of scholarly work. MCNR 300 will also include graduate admissions preparation (e.g., teaching-related experiences, quantitative and verbal reasoning review, searching for and choosing grad programs, and identifying viable graduate study funding options).

Relevant Program Objective

Research and scholarly activity is the first of four mandatory objectives specified by the U.S. Department of Education. At 96%, Winthrop sets a high standard for our first objective:

96% of McNair participants will complete research and scholarly activities that will directly impact their educational progression each McNair Program academic year. (Note: A structured research activity must be definitive in its start and end dates and contain appropriate benchmarks for completion of the various components. In addition, the activity should be conducted under the guidance of an appropriate faculty member with experience in the discipline selected by the McNair participant.)

Summer Internship Research Product = Presentation

All McNair Summer Research Interns will be required to present at least their preliminary findings this summer. **Each Scholar will present their research multiple times in June: practice presentations; a local symposium; in-person at the Southeastern Association for Equal Opportunity Programs and Personnel (SAEOPP) national McNair/SSS Research Conference in Atlanta June 26-30, 2024; and in pre-conference virtual, live judging.** With Mentor guidance, each Scholar will choose to present their research as a poster or as an oral presentation (e.g., reading a paper, presenting slides). All scholars are also encouraged to submit their work for presentation and/or publication to appropriate conferences in their field of choice in fall 2024 or spring 2025. One of the responsibilities of the Faculty Mentor is to recommend potential presentation and/or publication outlets for the McNair project.

When it comes to the form and content of the research benchmarks/milestone products and the final presentation, **Scholars must follow their Mentor's direction.** The Mentor was selected for their expertise in the subject matter and in mentoring undergraduate researchers. As an expert, the Mentor will guide the Scholar to meet the research and scholarship expectations appropriate for the Scholar's field of interest and/or potential presentation and publication outlets. These requirements include, but are not limited to focus, level of detail, formatting, type of presentation (poster or oral/paper), and style of presentation.

Funding Scholar Travel to Present Research

Federal funds are available to support Scholar travel to present research. When Scholars travel with program staff, all relevant travel and registration costs are covered. Funds are also available to support Scholars' individual travel to present their McNair or other research at professional, discipline-specific conferences (e.g., SACNAS, ACS, ABRCMS, SEACSM, APA, SEPA, SEINFORMS, NCFR). Scholars must apply for travel funds by submitting a Winthrop University Travel Authorization Document to Dr. Fortner as early as possible to reserve lodging (which often fills-up early) (see <https://www.winthrop.edu/controllersoffice/ap-travel-expense-overview.aspx>). *Please note: Every Scholar must have their mentor's approval of the presentation proposal and/or presentation materials before submitting and before presenting.* Scholars should provide proof that their mentor has approved their submission as being ready for an external audience (an email or signature will suffice) before requesting conference registration, air fare, lodging, per diem, and printing. The program director may approve the abstract or presentation in the Mentor's stead, if the Mentor agrees.

Scholar Responsibilities for the Summer Research Internship and Beyond

- Discuss and determine research authorship and ownership rules with the Faculty Mentor early
- Follow all program policies regarding behavior, travel, coursework, and documentation of services
- Provide written evidence of having completed each of the Summer Research Experience benchmarks/milestones (i.e., reference list, literature review, methods, proof of data, results, discussion, practice presentation, final presentation, next steps; see timeline at end of document)
- Schedule regular meetings with Faculty Mentor; arrive 5-minutes early for each meeting, and be prepared to show progress achieved (Scholars should meet with Mentors at least weekly)
- Follow guidance provided by Faculty Mentor, Director, Stats & Methods Coach, and the Writing Coach and complete tasks on time and honorably
- Provide brief progress reports to Faculty Mentor at least twice each week of the SRE during meetings or via email or phone
- Arrive at least 5 minutes early for MCNR 300 meetings and participate actively in class discussions
- Always interact with Program Staff, Mentors, and fellow Scholars in a respectful and professional manner
- Complete program benchmarks on time and honorably

- Provide constructive feedback to fellow Scholars regarding their work
- Graciously accept and use constructive feedback from any who offer it
- Provide a copy of all research milestones (preliminary and final) to Faculty Mentor and Writing Coach
- Email all SRE milestone documents to the Director by the deadline, naming each file with Scholar's last name and milestone name and SRE year (e.g., "Hamrick Lit Review 2024")
- Return borrowed equipment and required paperwork by program-designated deadlines
- Provide program staff with helpful feedback about the program during and after the SRE
- Abide by the Student Code of Conduct <https://www.winthrop.edu/studentconduct/>
- Gain approval from the McNair Mentor before submitting abstracts and making presentations to on-campus and off-campus audiences
- Participate in program conference submission and preparation opportunities throughout the year (e.g., presentation practice sessions)
- Submit travel authorizations at least two weeks before intended travel
- Submit reimbursement requests (with all receipts) within one week after travel
- Meet with Dr. F throughout the year to provide updates on your research and graduate admissions process (see <https://Calendly.com/CFW/McNair>)
- **Academic Year 2024-25 Research Products: To continue to be eligible for McNair Funds in subsequent program years, each Scholar (at a minimum) must continue working on research and produce a research product. Appropriate products include submitting to the national McNair Scholars Journal in September and presenting at SOURCE in April.** Email all drafts and products to Stephanie Bartlett (BartlettS@winthrop.edu, our Writing Specialist) for editorial feedback and program documentation. To increase competitiveness for graduate programs, graduate faculty support, and graduate funding, seniors should publish in a professional journal or the national McNair journal. All Scholars are encouraged to present at a regional or national conference in their discipline.
- Indicate your acceptance of the Scholar expectations outlined in this document when asked to do so.

Faculty Mentoring

Faculty Mentors play a key role in the support of Winthrop McNair Scholars. The Mentor's primary responsibility is to supervise and facilitate the Scholar's summer research project. The Mentor helps the Scholar design an appropriate undergraduate research or scholarly project for the Scholar's field of interest. To do this, the Mentor provides advice and suggests resources throughout the research/scholarly process. Mentors are expected to supervise and shepherd the Scholar's project, from project design in the spring semester to the SAEOPP conference (June 26-30), and discuss next steps by July 10 (see timeline on pages 5-6 of this document). Mentors are encouraged to continue to monitor and support the Scholar's research progress even after the SRE. Here's a relevant excerpt from Winthrop's current grant (submitted 2022):

Faculty Mentors play a critical role in meeting all four objectives. They will supervise and support individual participants in the completion of the research project (objective 1) during the McNair summer internship and after. We will match a PhD-level faculty mentor with each new participant to support the student through the McNair summer internship. Some mentors may be allowed to mentor up to three participants if there is a good match of expertise for each participant.

Faculty Mentor Responsibilities

- Participate in Winthrop McNair Faculty Mentor Orientation
- Notify the Program Director of anticipated away dates. It is expected that 9-month faculty members may be away for a portion of the SRE, so the Mentor and Scholar should plan ahead to ensure the Scholar is able to continue to make appropriate progress in the Mentor's absence. (Mentors will not travel to SAEOPP in June.)
- Provide graduate-style mentoring of the Scholar's individual research project by sharing expertise and resources when appropriate
- Respond to the Scholar's requests for information or input by the end of the next business day
- Share insight and recommend resources that can benefit Scholar's plans for graduate study

- Meet with the Scholar in person, virtually, and/or by phone to facilitate the progress of the research project from planning to presentation. **Each Scholar should receive a minimum of 15 hours of live/real-time/in-person/virtual guidance.** Faculty mentors who are mentoring more than one Scholar are welcome to meet with Scholars as a group, when appropriate. This can allow Scholars the benefit of learning from each other's experiences and gaining a sense of graduate school mentoring.
- Inform the Director immediately if you have concerns about the Scholar's performance, progress, or ability to complete program responsibilities
- Complete and submit the Mentor-Scholar Contact Log to the Director (fortnerc@winthrop.edu) by July 12. An example Mentor Log is included at the end of this document.
- Provide program staff with helpful feedback about Scholar and Mentor experiences by communicating during the SRE and completing the online program evaluation after the SRE.
 - Abide by the policies outlined in the current Winthrop University Faculty Manual <https://www.winthrop.edu/uploadedFiles/academics/FacultyManual.pdf>.
- After the SRE, suggest improvements for the Scholar's final drafts of presentation materials or ask the Director to identify an appropriate reviewer to do so
- Provide your signature to indicate that you understand and accept the responsibilities of being a McNair Faculty Mentor and agree not to text while driving on program business

Compensation

Faculty Mentors receive a summer stipend for their support of the Scholar's research. Scholars receive a summer stipend after achieving specific research benchmark/milestones (\$2800 max allowed by federal law). McNair Summer researchers also receive a free 3-hour course (MCNR 300 - \$1350 waived for in-state students; \$3261 waived for out-of-state students), a meal plan (6 or 12 meals/week + café cash), and campus housing (approximately \$1400). In addition, the program pays for all McNair participants' summer travel expenses, including hotel, registration, food, transportation, and cultural events). Mentors and Scholars should contact Dr. Fortner (fortnerc@winthrop.edu) with travel and other funding inquiries.

Resources

- U.S. Department of Education, TRiO McNair: <http://www2.ed.gov/programs/triomcnair/index.html>
- Winthrop McNair: <http://www.winthrop.edu/McNair>
- National McNair Scholars: <http://mcnairscholars.com>
- Winthrop Grants and Sponsored Research Development: <https://www.winthrop.edu/grants/>, which includes information about IRB (Human Subjects), IBC (BioSafety), and IACUC (Animal Care)
- Pathways to Science: <http://pathwaystoscience.org>, which emphasizes "connecting underrepresented groups with STEM (and other) programs, funding, mentoring and resources."
- Center for the Improvement of Mentored Experiences in Research: (<http://cimerproject.org/#/curricula/planning>) & <https://nrmnet.net/archives/research-mentor-training/>)

Winthrop McNair Program Staff

- Program Director: Dr. Cheryl Fortner (803/323-2125; fortnerc@winthrop.edu)
- Graduate Associate: Shyanne Hamrick (mcnairGA@winthrop.edu)
- Programming Coordinator: Amanda Cavin, '15 & '17 (Director, Eagle STEM, cavina@winthrop.edu)
- Stats and Methods Coach: Dr. Matthew Hayes (hayesm@winthrop.edu)
- Writing Specialist: Stephanie Bartlett (bartletts@winthrop.edu)

Timeline (Benchmark dates are tentative)

It may be necessary to adjust the timeline below in response to the needs of participants, Mentors, research constraints, or complex analysis strategies. Any **adjustments to the timeline** not initiated by the Faculty Mentor or Director must be submitted by the Scholar to the Director via email (CC the faculty mentor) upon the Scholar's first recognition of the need for an adjustment. The Scholar should prepare this justification in consultation with their Faculty Mentor. The justification must include the following: 1) An adjustment of the timeline; 2) The reason

for the adjustment; and 3) The Scholar's plan for ensuring timely completion of the research project. The faculty mentor should reply-all to the message indicating their approval or disapproval of the request.

Timeline: Winthrop McNair Summer Research Experience 2024		
Director matches Faculty Mentors and Participants (Scholars) January – February		
Scholar Deliverables	Dates	Faculty Mentor Supports
Scholar meets with Director about initial plan for their research	By March 1	Faculty Mentor receives mentor invitation from Director
Scholar accepts Scholar Responsibilities Statement	By March 22	Faculty Mentor participates in SRE 23 Orientation
Scholar participates in SRE orientations & arranges at least one meeting with Faculty Mentor to plan research design	By April 12	Faculty Mentor meets with Scholar to initiate plan for research project
Scholar completes required CITI student compliance training (Dr. Fortner will explain)	By May 17	Faculty Mentor receives valid CITI compliance training as appropriate (see https://www.winthrop.edu/grants/)
Scholar completes milestones as part of the Summer Research Experience+ By Second draft of 1st reference list 5/17 Second draft of methods 5/24 Proof of data or other progress..... 5/31 SAEOPP Abstract..... 6/07 Second draft of lit review..... 6/14 Practice presentations include results & discussion 6/21	Tentative schedule 5/13 – 6/21	+Timeline adjustments must follow the policy outlined in the most recent version of the McNair Scholar and Mentor Roles and Responsibilities document. “Complete” includes having implemented at least one set of revisions recommended by the Faculty Mentor, hence the use of “second draft.”
Scholar practices presentation in MCNR 300 and incorporates feedback from Mentor and Director	June 14-21 (depends on SAEOPP updates)	Faculty Mentor observes one mock presentation by Scholar and provides specific feedback for improvement
Scholar presents at Winthrop McNair Research Symposium (guests welcome)	June 24 (tentative)	Mentors are encouraged, but not required, to attend the WU McNair Research Symposium
Scholar presents at SAEOPP	June 26-30	Mentors update mentoring contact logs
Scholar follows-up with and accepts advice from Mentor about next steps	July 1 – 12	Mentor suggests presentation and/or publication outlet(s) appropriate for Scholar's Research and field of interest
Scholar submits final copy of presentation and paper to fulfill final milestone requirement of SRE by 06/28	By June 28 By July 12	Mentor submits time log to Director (fortnerc@winthrop.edu) by 07/12
Scholar completes online program evaluation	By July 12	Mentor completes online program evaluation
Scholar meets with Faculty Mentor by Sept. 15 to show progress made since summer follow up	By Sept. 15 By Oct. 15	Faculty Mentor reviews and provides feedback on Scholar's draft of manuscript and/or conference proposal (and conference proposals if applicable) by Oct. 15
Scholar continues implementing Mentor feedback and presents or submits manuscript to an appropriate journal	By Dec 1 for December grads; By SOURCE for all others	Faculty Mentor reviews final proposal and/or manuscript and recommends (or not) that the product deserves travel or printing support

