

NEW MEXICO AMP UNDERGRADUATE RESEARCH ASSISTANTSHIP (URA) PROGRAM Fall 2008

New Mexico AMP is a partnership representing New Mexico's federally funded tribal colleges and state-funded community colleges and four-year universities. New Mexico AMP's goals are to increase the number of underrepresented minorities receiving B.S. degrees in Science, Technology, Engineering, and Mathematics (STEM) and to increase the number of these students who complete their graduate studies in STEM, with a strong focus on progression to the Ph.D.

UNDERGRADUATE RESEARCH ASSISTANTSHIP (URA) PROGRAM

Students participating in the Undergraduate Research Assistantship (URA) program serve as apprentice researchers on a faculty member's research project. Participating students must establish a working schedule with their mentors and are expected to work a minimum of **10 hours per week during the academic year** and 20 hours per week during the summer. Additional program activities include workshops on graduate school opportunities and the development of project reports and publications. Selection criteria for the URA program include GPA requirements, full-time enrollment in a Science, Technology, Engineering, or Mathematics (STEM) discipline, and a comprehensive and focused research project proposal. A strong interest in and potential for graduate studies is also considered.

FUNDING

URAs are funded at **\$2,000 per student for each of the fall and spring semesters**, and \$3,000 per student for the summer session. A supplies stipend of **up to \$250 for each of the fall and spring semesters** is available to the mentor for materials and supplies related to the student's project, and up to \$300 for the summer (please refer to the URA Supplies Allowance Guidelines). Students are eligible to participate in the URA until they graduate, but **must complete a reapplication process at the end of each semester to update eligibility requirements and research activities and goals.**

PROGRAM ACTIVITIES AND REQUIREMENTS

URA students are required to:

- Participate in an Orientation and five (5) workshops
- Create a weekly meeting schedule with your mentor
- Submit a Project Progress Report and a Final Report
- Present your research, in either oral or poster format, at the URA Symposium at the end of each semester

***Note:** Students continuing in the URA program for fall 2008 will also be required to: 1) present their research at the New Mexico AMP Conference (October, 3, 2008) and 2) apply for the Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) Conference Scholarship and present at the conference (October 2008) if awarded the scholarship. Further, returning students are encouraged to work toward publication of their research by the time of graduation.*

ELIGIBILITY AND SELECTION CRITERIA

Preference for the URA will be given to minority students who historically have been underrepresented in STEM: African Americans, Alaskan Natives, American Indians, Hispanic Americans, and Native Pacific Islanders. Recipients must be U.S. citizens or possess status as a national, refugee alien, or permanent resident alien in accordance with Section III C of Program Solicitation NSF 03-501. All participating students must be enrolled full time in a STEM discipline and must have a minimum cumulative G.P.A of 2.5 at the beginning of each semester of URA support. Particular emphasis is placed on supporting historically underrepresented transfer students from New Mexico AMP community colleges and students who have participated in a predecessor New Mexico AMP program: The Summer Community College Opportunity for Research Experience (SCCORE), the New Mexico AMP Transfer Scholarship, the Mathematics, Engineering, Science Achievement (MESA) Scholarship, or the Community College Professional Development Workshop Series.

APPLICATION PROCESS

In order to apply for the Undergraduate Research Assistantship (URA) the student and mentor will need to collaboratively complete the requirements below:

Requirements for Your Mentor

- Complete the Faculty Mentor Information Form
- Complete the Project Proposal Form
- Help the Student to complete the Mentor/Student Semester Goals Form
- Create a schedule for weekly meetings

Requirements for Student:

- Complete the Student Application Form
- Obtain copies of most recent unofficial transcripts (can be printed from MY NMSU)
- Complete the Mentor/Student Semester Goals Form with your mentor

For your application to be complete you must submit the following:

- ____ Student application form
- ____ Copies of unofficial transcripts
- ____ Completed Faculty Mentor Information Form
- ____ Completed Project Proposal Form
- ____ Completed Mentor/Student Goals Form

Completed application materials should be brought/sent to:

**New Mexico Alliance for Minority Participation
New Mexico State University
Attn: Jeanne Garland
P.O. Box 30001, MSC 3AMP
Las Cruces, NM 88003-8001**

If you have questions about the application process, please contact

**Jeanne Garland
URA Coordinator
Email: garland@nmsu.edu
Phone (575) 646-5212
Fax (575) 646-2960**

*** PLEASE NOTE:** Students are eligible to participate in the URA until they graduate, but must complete a reapplication process at the end of each semester **to update eligibility requirements and research activities and goals.**

Applications are due Friday, August 29, 2008. Awards will be announced Tuesday, September 2, 2008. All awardees are required to attend a **MANDATORY Orientation on September 12, 2008 from 1:30-2:30** See attached schedule to ensure that this required Orientation and the required workshops do not conflict with other commitments you may have.

**NEW MEXICO AMP UNDERGRADUATE RESEARCH
ASSISTANTSHIP (URA)
FACULTY MENTOR FORM**

Faculty Mentor Information

First Name MI Last Name (Dr., Mr., Mrs., Ms.)

Title

Name of Institution or Organization

Department

Office Location and Room Number

Address

City

State

Zip Code

Telephone Number

Alternate Number

Fax Number

Email Address

Office Hours (Days and Times)

Signature of Mentor

**NEW MEXICO ALLIANCE FOR MINORITY PARTICIPATION
PROJECT PROPOSAL FORM**

(To be completed by Mentor)

*An electronic copy of this form is available. Please email requests to garland@nmsu.edu.

Is this an existing or new project? Existing ____ New ____

If you were a URA last semester, is this the same basic project you worked on that you will focus on another aspect of the project this semester? Yes No

Is this a formally funded project? Yes No If yes, title of agency: _____

Project Title: _____

Duration of Project: _____

Summary of Research Project:

Proposed Research Question:

Proposed Methodology:

Anticipated Outcomes:

Proposed materials/supplies and estimated budget (May not exceed \$300 for Summer Session):

Mentor Signature

Date

**NEW MEXICO ALLIANCE FOR MINORITY PARTICIPATION
MENTOR/STUDENT GOALS FOR THE SEMESTER
(To be collaboratively completed by Mentor and Student)**

Although your research project may evolve over several semesters, please identify five primary goals for the semester. Please be descriptive, and use at least 3-4 sentences for each goal. Use additional pages if needed.

Mentor Signature (required)

Date

Student Signature (required)

Date

NEW MEXICO AMP UNDERGRADUATE RESEARCH ASSISTANTSHIP (URA) SUPPLIES ALLOWANCE GUIDELINES

➔ UNDER THE GUIDELINES OF THE ALLOWABLE PURCHASES FOR THE NEW MEXICO AMP PROGRAM:

- Purchases may not exceed \$250.00 for the spring and fall semesters and \$300.00 for the summer semester.
- Stipend **cannot** be applied towards equipment purchases or partial payments toward equipment purchases.
- Stipend **cannot** be used for office accessories, such as staplers, hole-punchers, calendars, or other general use items.

➔ FOR YOUR CONVENIENCE, NEW MEXICO AMP WILL MAKE AVAILABLE TO YOU **THREE (3)** METHODS BY WHICH TO PURCHASE SUPPLIES AND MATERIALS:

1) Purchases can be made using the New Mexico AMP procurement card (the P-card). You must follow the steps below before the card will be released:

- First, fill out the bright pink slip in Gloria Vasquez's office (EC1, Rm. 115). On the pink slip, you will provide the vendor, the amount of the purchase (or close estimate), a list of items to be purchased, and the purpose for the need for the purchase. If the item is out of the usual, (such as sand, special pens or pencils, books, etc.), you'll need to justify in writing how the item will be used and why it is necessary to the project. The pink slip must be approved and signed before proceeding to the next step.
- Go to EC-1, Rm. 106 to get the procurement card from Joy. Your student I.D. will be kept until the card is returned.
- Bring back the P-card and the receipt to Joy. She will return your card at that time.
 - ♦ If purchasing from **Hobby Lobby** with the P-card, we will need extra time to verify the items purchased because they do not itemize on their receipts.
 - ♦ If purchasing via the **web** with the P-card, make sure they do not charge tax and print a receipt.
 - ♦ If purchasing via the **phone** using the P-card, make sure they fax a receipt to us at (575) 646-2960.

2) Purchases can be made on campus (e.g., at the campus bookstore or from various departments).

- Call Gloria Vasquez (646-2452) and inform her of the department name; contact person; phone number and fax number; item description, part#, or service to be provided; and any other pertinent information. She will then prepare a memo authorizing the charges, which we will fax to the department or place. Please allow one full working day for this process before going to pick up the item(s) or to receive the service.

3) Purchases can be made via purchase order:

- Bring in a written quote from the vendor, including items to be purchased, quantity, prices, and vendor phone number. We will process and place the order for you once the purchase order has been approved. Please allow three (3) full working days for this process.

➔ **Do not allow the vendor to charge tax on the purchase.** The federal tax ID number is printed on the card for the vendor. **Refer vendors to the tax-exempt number 01-507888-004.** Check your receipts carefully! You will be asked to correct any charges in error. The receipt for the purchase and the credit card must be returned on the same day they are released for use. Failure to turn in receipts or losing receipts will result in denial of card access.

➔ **PETTY CASH REMBURSEMENTS ARE NOT ALLOWED.** If you purchase something without using one of the three methods described above, you may not be reimbursed.

**UNDERGRADUATE RESEARCH ASSISTANTSHIP (URA)
Fall 2008 SCHEDULE**

*ALL SCHEDULED EVENTS AND REPORTS ARE **MANDATORY**.
FAILURE TO PARTICIPATE MAY AFFECT YOUR STIPEND AMOUNT.*

DATE/TIME	LOCATION	DESCRIPTION	ASSIGNED DELIVERABLES
Fri., Aug. 29	EC I, Rm. 207 (Jeanne Garland's office) or EC 1 Rm. 106 (New Mexico AMP office)	URA Applications Due	
Tues., Sept. 2		URA Awards Announced	
Fri., Sept. 12 1:30-2:30 p.m.	All Students Will Meet At EC 2 Rm. 240 B	Orientation: Review Procedures, Guidelines, Report #1	
Fri., Sept. 19 1:30-2:30 p.m.	Returning Students Will Meet at EC2 Rm. 240 A First-time Students Will Meet at EC2 Rm. 240 B	RETURNING STUDENTS: WORKSHOP #1: "Preparing For and Presenting At Professional <u>Conferences and Meetings</u> " FIRST-TIME STUDENTS: WORKSHOP #1 "Applying the Scientific Method"	
Fri., Sept. 26 1:30-2:30 p.m.	Returning Students Will Meet at EC2 Rm. 240 A First-time Students Will Meet at EC2 Rm. 240 B	RETURNING STUDENTS: WORKSHOP #2: "Publication <u>Writing.</u> " FIRST-TIME STUDENTS: WORKSHOP #2 "Using IMRAD Format for Project Reporting"	
Fri., Oct. 3		NEW MEXICO AMP STUDENT RESEARCH CONFERENCE	Returning students are required to present; all students are required to attend. (Let J. Garland know if you need letter of excuse to provide to your professors)
Fri., Oct. 17 1:30-2:30 p.m.	All Students Will Meet At EC 2 Rm. 240 B	WORKSHOP #3 "Planning for Graduate School"	REPORT #1 BRING TO WORKSHOP OR PLACE IN ENVELOPE ON J. GARLAND'S DOOR AT EC 1, RM. 207
Friday, Oct. 17		DUE: MENTOR PROGRESS REPORTS	
Fri., Oct. 24 1:30-2:30 p.m.	All Students Will Meet At 240 B	WORKSHOP #4 "Developing the Final Report and the Abstract"	
Fri., Nov. 7 1:30-3:00 p.m.	Returning Students Location: TBD First-time Students Will Location: TBD	WORKSHOP #5 ORAL AND POSTER PRESENTATION WORKSHOPS RETURNING STUDENTS: Oral <u>Presentation Workshop</u> FIRST-TIME STUDENTS: Poster Workshop	Bring all research materials to the Oral and Poster Workshops, so you can begin development of your presentation
Mon., Dec. 1 12:00 noon	First-time Students (Poster Presenters) Will Meet in Lobby of Skeen Hall	PRINTING OF POSTER FOR FIRST-TIME URA'S	
Thurs., Dec. 4 by 5:00 p.m.	Returning Students (Oral Presenters) Will Take Flashdrive to EC 1, Rm. 106	BRING PRESENTATION ON FLASHDRIVE FOR DOWNLOADING ON LAPTOPS AT AMP OFFICE	
Fri., Dec. 5 1:30-4:00 pm.	EC 2 (Hernandez Hall) Lobby and Rms. 103, 106, and 109	URA SYMPOSIUM	1) PRESENT YOUR RESEARCH IN POSTER OR ORAL FORMAT AT SYMPOSIUM 2) REPORT #2 DUE