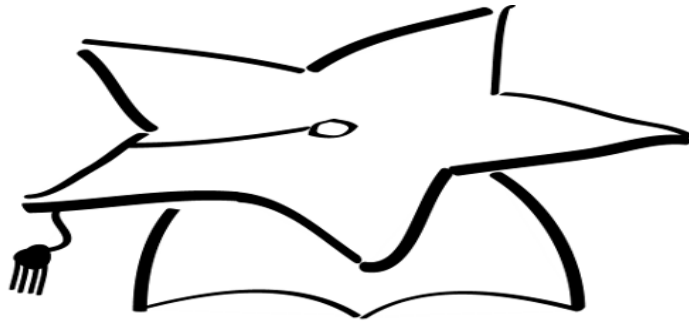


MCNAIR SCHOLARS PROGRAM



SCHOLAR HANDBOOK 2009-2010

CMU

**CENTRAL MICHIGAN
UNIVERSITY**

MCNAIR OFFICE LOCATION & HOURS

The McNair office is located in 148 Foust Hall and will be open Monday through Friday, 8:30 a.m. to 4:30 p.m. McNair staff will also be available for individual appointments and telephone contact during normal business hours.

CMU MCNAIR PROGRAM STAFF

Roger Coles, Ed.D.
Program Director

774-6099
roger.l.coles@cmich.edu

Lynn Curry, M.A.
Associate Director

774-1138
lynn.curry@cmich.edu

Jeanine Mahaffey
Program Assistant

774-1364
jeanine.mahaffey@cmich.edu

TABLE OF CONTENTS

McNair Scholars Program Overview	3
McNair Program Activities	4
Research project	4
Research writing and communication course	4
Program seminars/scholar meetings	4
Monthly reflections/affirmations	5
Program funds/travel allowances	5
Summer Research Institute	5
Scholar responsibilities.....	6
Weekly time reports and reflections	6
Graduate school training camp.....	7
GRE review course	7
Graduate School Action Plan	7
Research papers	7
Scholar stipends	8
Research presentations	10
Graduate school visitations.....	10
Social/cultural activities.....	10
Graduation reception.....	11
McNair Program Resources	11
Faculty research mentor	11
Faculty social mentor.....	11
Research writing instructor and speech communication advisor.....	11
McNair peer mentor	11
Resource room and equipment	12
McNair website.....	12
Academic tutoring.....	12
Additional research funds	12
Institutional Review Board/ Animal Care and Use Committee.....	12
Application fee waivers/fellowships	13
National McNair directory.....	13
Costs not covered by the McNair Program	13
Scholar Responsibilities	13
Participation agreement.....	14
Scholar-mentor relationship	14
Mentor grievances	14
Scholar travel policy	14
Attendance and late policy.....	15
Scholar communication policy	16
Point system	16
Consequences	17
Termination from the McNair Program.....	17
Program evaluation	17
The value of McNair.....	17

Program Timeline and Sample Calendar	18
Spring	18
Summer.....	18
Fall.....	18
Spring	18
Continuing scholars	19
Application component deadlines	19
Sample deadlines.....	19
Sample calendar	19
McNair Assignment Guidelines	26
Overview	26
Submission of assignments.....	26
Monthly reflections/affirmations	26
Presentation and travel reflections.....	27
Reading responses and seminar reaction papers.....	27
Vision statement.....	27
Scholar Participation Agreement	28

A Note from the Associate Director... ✨

November 2008

Greetings New Scholars!

I would like to formally welcome you to the program and a very exciting journey! I am excited to get to know each of you on a personal basis and feel privileged to receive the opportunity to play a significant role in your educational careers. I hope that you are ready for the upcoming challenges as you begin to prepare yourself for successful entry into graduate school. The McNair Program will elevate and enhance your undergraduate experience and will become a steady system of support for you.

I would like to point out that, like any experience, *the McNair experience will ultimately become what you make it.* The program will certainly offer you support, information, access to resources and a strong advantage over other undergraduate students; however, it is up to you to make the most out of every opportunity – this includes building meaningful relationships with each other! I sincerely encourage you to get to know one another and to lean on one another in times of challenge. You will all face similar joys, roadblocks, accomplishments and times of greater understanding. Work with one another to make the McNair experience a great one, both personally and for the group as a whole. And, don't forget that the McNair door is always open!

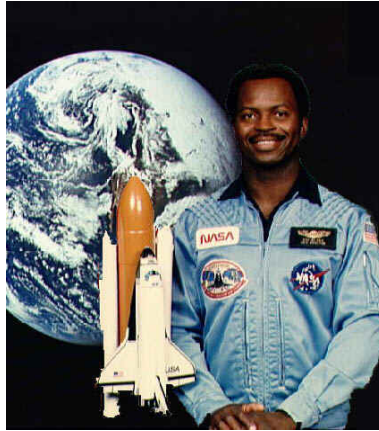
I will not be shy in stating that the program maintains high expectations for all of its scholars, including each of you! The program will be monitoring your efforts and progress throughout your time as a scholar and will be taking note of who is putting forward genuine effort and who might not be. For those who might not choose to take this opportunity seriously, I should point out that *there will be repercussions* that could initially affect your access to McNair resources, and unfortunately, result in your termination as a scholar. So, my point simply is that you should maintain a positive attitude, try your hardest to receive as much as you can from the program, put forward sincere effort, and help make this year the best that it can be! I know I'm really looking forward to it!

Please let me know if you have any comments, questions or ideas to share. Here's to a magnificent McNair experience with all of you – our 2009 McNair Scholars!

In the spirit of Dr. McNair,



Lynn Curry
Associate Director
McNair Scholars Program



MCNAIR SCHOLARS PROGRAM OVERVIEW

The McNair Scholars Program aims to successfully prepare our scholars for entrance into graduate school. The ultimate goal of the program is for our scholars to earn a Ph.D. within ten years of graduating from Central Michigan University.

The program is federally funded through the Department of Education and named after the late Ronald E. McNair who perished on the space shuttle Challenger in 1986. Dr. McNair stands as a strong inspiration to all of our scholars, being an individual who achieved great heights, both personally and professionally. Dr. McNair earned a Ph.D. from the Massachusetts Institute of Technology (MIT) in Physics in 1976.

Ronald E. McNair, the second African American to fly in space, was born on October 12, 1950 in Lake City, South Carolina. While in junior high school, Dr. McNair was inspired by a teacher who recognized his science potential and believed in him. He graduated as valedictorian from Carver High School in 1967. In 1971, he received his bachelor's degree magna cum laude in Physics from North Carolina A&T State University (Greensboro). Five years later, he earned a Ph.D. from MIT.

Dr. McNair's career as a scholar and mission specialist astronaut was abruptly ended with his untimely death aboard the U.S. Challenger. His achievements, however, were not limited to academia. He was a sixth degree black belt in Karate and an accomplished saxophonist as well. Married to Cheryl Moore, Dr. McNair was a devoted husband and a loving father to their two children, Reginald Ervin and Joy Cheray.

His lifelong commitment to scholarship lives on in the McNair scholars who are selected each year to participate in the many McNair programs across the United States. The McNair Scholars Program at Central Michigan University is dedicated to preserving his legacy of personal excellence and accomplishment.

***"True courage comes in enduring, persevering the preparation and believing in oneself."
— Ronald E. McNair, Ph.D.***

MCNAIR PROGRAM ACTIVITIES

The McNair Program offers a wide range of workshops, seminars, trips, visitations, and presentation opportunities all designed to prepare you for applying to and becoming familiar with the rigors of graduate school.

Research Project

Completing a research project is a major component of the McNair Program. You will work with a faculty mentor in devising and carrying out a project that falls within an area of interest to you. General goals include developing your research skills and maintaining responsibility for a project from start to finish. Although you will rely on your mentor for guidance with respect to the scope and direction of the project, you alone are responsible for conducting and completing the research in a timely and efficient manner.

Once completed, your research project may be used in several ways including possible publication in scholarly journals or presentation at various academic conferences. In general, you will begin to conceptualize your project with your mentor's guidance during the spring semester, and work on the research proposal as part of the writing course. You will then conduct the research and complete the final research paper detailing the results of your project during the Summer Research Institute (SRI). Multiple presentations of your research will be made during the following academic year.

Research Writing and Communication Course

During the spring semester, you will participate in a three-credit course designed to prepare you for your summer research project. The course will focus on teaching you about the research process and how to construct a research proposal. The speech communication component will help prepare you to effectively present your research. CMU faculty from various disciplines will be invited to present on the research experience so that multiple fields will be covered. **The class generally meets once a week for two hours and a time will be established upon examination of scholar academic schedules; it will begin the first week of the spring semester.**

Because you will be taking an additional three-credit course (tuition is covered by the McNair program), you are **strongly encouraged to take no more than 12 credit hours during the spring semester** as you begin the program. The course will culminate with a formal presentation of the research proposal. You will receive a grade that will appear on your transcript in addition to it being factored into your progress in the program.

Program Seminars/Scholar Meetings

Throughout the spring, summer, fall and following spring semesters, the McNair Program will provide a series of workshops on various academic topics facilitated by CMU faculty and McNair staff. Attendance at these seminars is **mandatory**. The seminars will focus on specific topics designed to guide you in the graduate school application process including identifying graduate programs that "fit" your needs and interests, preparing for the Graduate Record Examination (GRE), and developing a plan for excelling in graduate school. Seminars will also address aspects of the research process, academic presentations and career planning.

You can generally expect two seminars each semester; seminars will be more frequent during the summer. In addition, you will be expected to attend scholar meetings intended to cover certain “items of business” including travel logistics, preparation for research symposiums, program evaluations and general group updates. These meetings are also **mandatory** and essential to your progression in the program.

Monthly Reflections/Affirmations

During the spring, fall and following spring semesters, scholars are required to submit monthly reflections/affirmations documenting your progress as a scholar and highlighting any particular accomplishments and/or challenges being met. These are personal in nature and you should feel free to include anecdotes or tidbits you feel are appropriate to share with the program. These reflections form what could be viewed as a journal mapping your personal growth and development as a scholar. Affirmations are meant to encourage ongoing goal-setting in relation to your completion of the program, as well as a long-term career vision. They are essentially a statement of goals written such that the goals have already been achieved.

Reflections should be at least two-pages in length, double spaced with one inch margins; affirmations can be any length, but should generally adhere to a paragraph or multiple sentence format. All submissions must include the scholar’s name, date and title of assignment. **Monthly reflections/affirmations are due on the first Monday of every month during the semester and should be emailed directly to the Program Assistant at jeanine.mahaffey@cmich.edu.**

Program Funds/Travel Allowances

McNair scholars are granted access to a multitude of resources as a result of participating in the program. While it is essential that you complete all requirements in order to maintain access to such resources, scholars can generally expect to receive **\$3400** over the course of the summer and fall which includes a \$2400 federal research stipend and \$1000 supplemental living allowance provided by CMU. There is also a travel allowance (negotiable) to be used for visiting potential graduate schools and presenting research at national conferences. While each scholar will receive a minimum amount designated for travel, additional funds may be requested according to yearly budgetary opportunities (*see **Scholar Travel Policy** for further details*). Additional monetary benefits of the program include GRE training and voucher, graduate school application fee waivers and attendance at various social/cultural events.

Summer Research Institute (SRI)

During the Summer Research Institute, scholars have the opportunity to conduct a research project in collaboration with a faculty mentor. This collaboration is intended to introduce students to the nature of graduate study, scholarly activity and research careers. The SRI also focuses on helping you investigate graduate programs of interest, prepare for the Graduate Record Examination (GRE), and assemble all materials needed to apply to schools in the fall. You will receive numerous opportunities for enhancing your writing and communication skills.

Outcomes from the summer experience include:

- 1) Final research report**
- 2) Completion of the GRE**
- 3) Graduate School Action Plan**

During the spring semester prior to the SRI, you will identify and select a faculty mentor with whom you will work to identify possible research topics and begin to devise a project. Through regular meetings with your mentor, you will begin to conceptualize your summer research project. Your mentor will assist you in assessing the feasibility of the project and guide you in writing a research proposal. A written proposal outlining your summer research project will also be a formal part of the writing and communication course offered in the spring. You will receive substantive guidance on the proposal writing process as a result. You will be expected to submit a final research proposal (as approved by your mentor and course instructor) to the McNair office by **mid-April**. A formal presentation of your proposal will be made to fellow scholars, mentors and other members of the university community during the Spring McNair Research Symposium typically held at the **end of April**.

The rest of the summer will be spent completing the planned research project under the supervision of the faculty mentor. Along with conducting research, scholars are also expected to attend McNair seminars and a GRE review course, and complete an action plan outlining their graduate school goals.

Scholar Responsibilities: The SRI is a full-time commitment and should be treated as a full-time job. Scholars are expected to spend a minimum of **twenty hours per week** working on their research. In some cases, faculty mentors may require students to commit additional time. Scholars must also spend at least **ten hours per week** studying for the GRE and at least **ten hours per week** creating their Graduate School Action Plan. In turn, you are advised not to take classes or work more than ten hours per week at an outside job during the entire summer. You will be submitting weekly time reports and reflections to help monitor and assess your progress.

Your responsibilities during the SRI include:

- Participating in all scheduled activities, workshops and trips.
- Meeting all deadlines for submission of required documents, e.g. research proposals, final research papers, weekly time reports/reflections and action plans.
- Spending at least **10 hours** per week working on an action plan that will be used in the application process and submitting a final draft by the **first week in August**.
- Performing/conducting at least **20 hours** of research per week and submitting a final paper by the **second week in August**.
- Attending the GRE review course, completing all assignments on time, studying at least **10 hours** per week for the test and taking the official GRE by the **third week in August**.
- Scheduling and attending monthly meetings with the Associate Director and Graduate Assistant for the purpose of academic counseling, graduate school advising, professional development and other assigned topics.
- Presenting research projects at the fall CMU and McNair research symposiums, SRCEE in the spring and one other external conference, preferably within your discipline.

Weekly Time Reports and Reflections: Scholars are responsible for reporting to the McNair office the amount of time spent each week on research activities, graduate school research and GRE preparation. Scholars also must submit a written reflection focused on the week's events and accomplishments. These should be at least one-page in length, double spaced with one inch margins. All submissions must include the scholar's name, date and title of assignment. **Weekly time reports/reflections are due every Monday by 4:30 p.m. during the SRI.**

Graduate School Training Camp: Each summer, scholars receive the opportunity to travel out of the state to attend a graduate school training camp, more affectionately known as “bootcamp.” The camp is sponsored by various institutions hosting McNair programs and will be attended by McNair scholars from around the country. In addition to learning everything you would possibly want to know about graduate school, you will be able to network with your peers, gain valuable insight and knowledge about becoming a successful graduate student and receive ample inspiration for carrying through with your goal of achieving a doctorate. The camp generally occurs during the first week in June and lasts five days. You should plan to be away from campus for the entire week, given travel time to and from the site. This often proves to be a very intense, but rewarding opportunity for scholars as they work hard together, bond together and have a lot of fun together!

GRE Review Course: McNair scholars will receive a free training course for the Graduate Record Examination (GRE) during the SRI. Scholars are expected to attend all review sessions and complete the assigned homework. Formal class sessions will run for eight weeks with individualized tutoring available as needed. Scholars will be required to complete a series of practice tests and submit their scores.

All scholars are required to take the GRE and report their scores to the McNair office by the **third week in August**; official copies of the scores must also be sent after receipt. You will receive a fee waiver from the McNair Program to cover GRE test fees. Vouchers also cover the cost of the GRE subject test if needed.

Graduate School Action Plan: Your Graduate School Action Plan will consist of all necessary materials for the application process come fall. In essence, it is a compilation of all your research conducted on graduate programs of interest as well as specific application items including a curriculum vitae and personal statement. This plan will evolve over the summer as you investigate potential graduate programs and faculty mentors. An important component includes devising a plan for contacting individuals associated with programs of interest and arranging visitations. Scholars are highly recommended to begin visiting prospective graduate schools during the summer and early fall. Some prefer to wait until early spring semester; this is dependent upon your individual plan of action. Several drafts of the action plan will be due throughout the SRI with the final version due the **first week in August**.

Research Papers: The goal of the SRI is to prepare McNair scholars for the rigors of conducting research at the graduate level. As such, you are required to submit a well-developed research proposal outlining the research to be completed during the SRI. The research proposal is due **mid-April**. The proposal should include a description of the general questions that will be addressed by the research, a review of the relevant literature, research methods, a projected research schedule, budget (if applicable), bibliography and a signed faculty approval form.

The final research paper outlining the results of your project is due the **second week in August** and should be of the highest possible caliber in both scholarly merit and academic rigor. A guideline for preparation of the final research paper and the components that it must include will be made available (see *Scholar Research Paper Guidelines* *handout*). Although not all papers will follow this exact format given the wide range of disciplines, the McNair Program is interested in achieving an

appropriate level of consistency in formatting and quality among all projects. Scholars should defer to their mentor and discipline guidelines for bibliographies and general writing styles.

In an effort to monitor your progress and facilitate peer editing of your papers, you will be expected to submit drafts of your work throughout the summer. Faculty mentors will also be asked to provide assessments of your progress in the form of periodic progress reports. You will be notified of the dates these are due.

Scholar Stipends: McNair scholars are awarded a generous stipend which includes a \$2400 federal research stipend and \$1000 supplemental living allowance provided by CMU that enables them to devote full-time effort to their research and graduate school preparation during the summer. Only in rare cases are scholars allowed to take classes although many scholars do hold part-time jobs usually no more than ten hours per week. In short, you are expected to regard the summer research program as full-time employment. Note the following excerpt from the CMU McNair Participation Agreement:

“I understand the purpose and expectations of the McNair Scholars Program and intend to meet these expectations in order to further my success in graduate education. I also understand that failure to meet deadlines for submission of research and other assignments, or an unacceptable number of absences from workshops, seminars or other mandatory events will result in deductions from my stipend monies and/or dismissal from the program.”

Scholars will **accrue monies** as they progress through the program and complete all elements. The first portion of the stipend will be dispensed after the research proposal has been submitted and approved by the McNair office. In order to receive the second and third portion of your stipend, you must demonstrate significant progress in your research, attend all required McNair events, as well as complete any assignments or exercises required by the program. Similarly, to receive your final stipend check you must turn in your Graduate School Action Plan (GSAP), final research paper and official GRE scores. Mentor approval of the final paper and draft PowerPoint/poster are required along with the finalized paper. The GSAP and final paper will be reviewed by McNair staff; recommendations for further editing may cause a delay in the release of monies.

Stipend monies will accrue according to the following guidelines:

Spring activities	Amount accrued per activity
Reflection/affirmations	\$10
Scholar seminars	\$10
Reaction papers	\$10
One-on-one meetings	\$20
Research class meetings	\$10
PowerPoint's	\$50
Presentation practice sessions	\$50
Research symposium	\$100
Research proposal	\$650
<i>Total amount earned:</i>	\$1200 (dispersed mid-May)

Stipend accrual rates continued:

Summer activities	Amount accrued per activity
Weekly time reports/reflections	\$10
Scholar workshops	\$10
GRE sessions	\$10
Work sessions	\$10
Camp assignments	\$50
Research plan	\$50
SRI assignments	\$25
<i>Total amount earned:</i>	\$500 (dispersed mid-June)
Weekly time reports/reflections	\$10
Scholar workshops	\$10
GRE sessions	\$10
Work sessions	\$10
One-on-one meetings	\$20
SRI assignments	\$25
Matrix assignment	\$150
GRE sign-up	\$25
<i>Total amount earned:</i>	\$500 (dispersed mid-July)
Weekly time reports/reflections	\$10
Practice presentation session	\$50
GRE sessions	\$10
Work sessions	\$10
One-on-one meetings	\$20
SRI assignments	\$25
July drafts (paper, action plan, PP, poster)	\$25
Action plan (<i>requires approval</i>)	\$250
Final paper (<i>requires approval</i>)	\$350
Poster (<i>requires approval</i>)	\$50
PowerPoint (<i>requires approval</i>)	\$50
<i>Total amount earned:</i>	\$800 (dispersed early September)

Fall activities	Amount accrued per activity
Reflection/affirmations	\$10
Scholar seminars	\$10
One-on-one meetings	\$20
Reaction papers	\$10
Practice presentation sessions	\$50
PowerPoint's	\$50
Posters	\$50
Research symposiums	\$100
<i>Total amount earned:</i>	\$400 (dispersed in late November)

Research Presentations

All scholars are required to present their research at McNair research symposiums held in the fall and spring. The first will be held in **April** for presentation of the research proposal and another in **September** for the final research paper. Symposiums are formal events attended by mentors as well as university faculty and administration. Both of these presentations will be in an oral and PowerPoint format. You will need to submit an electronic version of your presentation to the McNair office prior to each event. Practice sessions will also be scheduled before each symposium. Scholars are expected to dress professionally.

Scholars are also required to present their research at the CMU “Undergraduate Research and Creative Endeavors Symposium” in the **fall** and “Student Research and Creative Endeavors Exhibition” (SRCEE) in the **spring** following the SRI. In addition, scholars are encouraged to present their research at one additional external conference, either a national McNair conference or one within their respective discipline. Your mentor should provide guidance on upcoming conferences and presentation opportunities and McNair staff will assist with necessary travel arrangements.

These conferences provide opportunities to network with faculty, graduate school representatives, professionals from your field and other McNair scholars from across the country. Scholars will receive a travel allowance to help facilitate this travel although additional funding sources may need to be explored (through your department or the Office of Research and Sponsored Programs) depending upon costs associated with individual travel plans. Scholars are responsible for seeking out possible conferences with assistance from faculty and McNair staff and examining the total cost of the trip prior to being approved by the Associate Director. In general, research abstracts must be submitted and accepted by conference organizers before travel may be arranged (*see **Scholar Travel Policy and Scholar Travel Form** for further details*).

Graduate School Visitations

Scholars will receive an opportunity to travel to various graduate schools throughout the country to examine institutions and departments as possible graduate school destinations. Senior scholars will be granted access to travel funds dependent upon adequate preparation for each visit and completion of program requirements to date. Travel arrangements must be approved by the Associate Director prior to the actual visit and you must submit a ***Scholar Travel Form*** at least **three weeks prior** to the intended date of travel. Proper documentation of scheduled meetings and appointments with graduate faculty are also required to receive reimbursement. All receipts should be turned into the program office upon your return. Experiential reflections on the outcome or revelations from your travel will be **due one week after your return** and should be at least two-pages in length (*see **Scholar Travel Policy** for further details*).

Social/Cultural Activities

As a part of the program, McNair staff will coordinate various social events throughout the year. Past get-togethers have included family cookouts, bowling parties and holiday gatherings. Please feel free to share your preferences or ideas with staff. In addition, scholars will receive the option of attending various cultural events throughout the year. Examples include musical/theatrical performances, ethnic cuisine, art exhibitions, etc. Attendance at these events is optional, but encouraged.

Graduation Reception

Each **spring**, the McNair Program hosts a reception to honor graduating scholars and to recognize their academic achievements. Family members/friends are encouraged to attend.

MCNAIR PROGRAM RESOURCES

Faculty Research Mentor

One of the first steps you will take as a scholar is selecting a faculty research mentor under whose guidance you will conduct an original research project. You will want to consider working with a professor who is an active researcher and whose research interests align with your own, someone who is willing and able to dedicate adequate time to guide your project and an individual with whom you seem compatible with on a personal level. It will be advantageous to you if your mentor is also willing to offer recommendations and insights related to being successful in graduate school. You are likely to find your mentor to be an indispensable resource, so investigating several options and being thorough in the selection process is critical to securing a mutually beneficial and satisfying relationship.

Faculty Social Mentor

In addition to each of you having a faculty research mentor, a team of faculty social mentors will regularly interact with and support the group. Social mentors will facilitate key seminars and attend research presentations. Each scholar will be assigned to a social mentor and meet individually on a semester basis. Most important will be development of a trusting relationship to build self-esteem and enable the scholars to find their strengths and speak in their own voices. Social mentors will guide the scholars beyond their major research field, help them become comfortable with the politics of academic life, manage time, reduce stress, and become comfortable enough to experience change and growth productively. In addition, social mentors will model the kind of life experience the professoriate can offer.

Research Writing Instructor and Speech Communication Advisor

Scholars will receive guidance and support from the McNair research writing instructor during the course of the spring semester and development of their research proposals. Moreover, scholars will continue to receive assistance from them in the summer and fall as they finalize their research papers and prepare for presentations. The McNair Program also has a faculty member from communication that serves as an advisor to scholars as they develop their communication skills and professional presentations. The speech communication advisor will work with the group during the spring, summer and fall semesters and will provide continuing support throughout the research process.

McNair Peer Mentor

The McNair Program's commitment to mentoring applies within the program as well and scholars are encouraged to serve as mentors for each other. More experienced scholars will be asked to work with newer scholars. This networking relationship is intended to provide additional social support and a venue for active exchange of information.

Resource Room and Equipment

The resource room in the McNair office has a variety of equipment available to scholars for work related to academics, research or graduate school preparation. This includes computers, a high quality color printer, laptops, fax machine and access to a phone for long distance phone calls to potential graduate institutions. Computer software includes Microsoft Excel, Word, PowerPoint, SPSS, and InDesign. Other resources in the office include graduate school directories, financial aid resource books, books on writing papers and personal statements and internship opportunities. Scholars may check-out laptop computers for limited periods of time; you should call ahead to ensure the equipment will be available.

McNair Website

All pertinent program information will be posted on the McNair website (www.mcnair.cmich.edu) and **scholars are required to check for updates on a regular basis**. This resource can always be accessed if there are questions about meeting times, assignment guidelines, etc. McNair staff will generally alert you when new information has been posted for reference in addition to regularly communicating with the group by email.

Academic Tutoring

Academic tutoring is available to help each scholar successfully complete all of his or her undergraduate courses and maintain an outstanding grade point average. Scholars should contact the McNair Associate Director if they are having trouble with a class and would like to receive outside tutoring.

Additional Research Funds

CMU's Office of Research and Sponsored Programs (ORSP) offers several grant opportunities to undergraduate students engaged in research. These include:

- 1) research grants to cover costs associated with carrying out your research (up to \$450, applications accepted during each fall/spring semester)
- 2) presentation grants to cover costs associated with presenting your research at various conferences (up to \$500, applications accepted throughout the year)
- 3) summer scholar stipends to support additional research projects in subsequent years (\$3000, applications due in spring)

Scholars should seek assistance from McNair staff when applying for these funds. Additional information and applications may be accessed at: www.orsp.cmich.edu.

Institutional Review Board and Animal Care and Use Committee

For those scholars whose research projects involve working with human subjects or live animals (i.e. psychology or biology), it may be necessary to get approval from the Institutional Review Board (IRB). The purpose of the IRB is to ensure that subjects are being treated in a humane and ethical way as well as to protect the researcher and the university from possible liability for potential harm. **You may not begin collecting data on human subjects until you have received approval from the IRB.**

The guidelines for the IRB process are located on-line at www.orsp.cmich.edu/IRBcom.htm and you should consult your mentor when completing this application. The IRB committee meets on a variable schedule during the summer months so it is important to submit your application as soon as your proposal is complete. McNair staff can also aid in completing this process. You are required to submit a copy of your IRB approval to the office upon receipt.

You should note that similar guidelines apply to research involving the use of animals as stipulated by the Institutional Animal Care & Use Committee (IACUC) at CMU. Access their website at www.orsp.cmich.edu/pdf/IACUCManual.pdf for further information.

Application Fee Waivers and Fellowships

A list of graduate institutions offering graduate application fee waivers and other incentives (such as fellowships) to McNair scholars is available online at:

<http://www.rochester.edu/College/McNair-Program/applicationIncentives.html>

The Program Assistant will prepare waivers upon request; please allow **two weeks** for processing.

National McNair Directory

The Council on Opportunity in Education (COE) and the Council of Graduate Schools (CGS) publishes a national McNair directory of graduating seniors intended to help graduate schools from across the country specifically recruit McNair scholars to their programs. CMU scholars will be submitted to this directory every **summer**.

Costs Not Covered by the McNair Program

While the McNair Program strives to provide its scholars with supplies and funds necessary to facilitate successful entry into a graduate program, it should be noted that in general the program does not cover the cost of research-related supplies, transcripts, GRE scores, GRE exam (waivers will be provided by ETS for one free general and subject test) or other graduate school entrance exams (MCAT, GMAT, etc.).

SCHOLAR RESPONSIBILITIES

The McNair Program is committed to sponsoring and supporting academic enrichment activities and events intended to help prepare you to attend graduate school and to earn a doctoral degree. We will strive to adequately support your research endeavors and successfully set you on the path to becoming a highly accomplished scholar in your selected field of study.

As a McNair scholar, you are expected to...

- Maintain frequent contact with your faculty mentor and McNair staff.
- Be punctual and attend all McNair seminars, workshops and meetings.
- Submit all assignments and work on time.
- Respond to all program communication in a timely manner.
- Immediately notify the McNair office if an emergency arises which prevents you from attending a meeting or turning in work.

Participation Agreement

Upon agreeing to participate in the McNair Program, you will be asked to sign a *Scholar Participation Agreement* (see page 28 for further details) stating your intention to uphold and complete all stated program goals and requirements. These generally include attending events, completing assignments (including a research project), taking the GRE, *applying to at least six graduate schools during the fall of your senior year* and maintaining contact with the McNair office on a regular basis.

Scholar-Mentor Relationship

Mentoring is a vital aspect of the McNair Scholars Program, as it offers you an invaluable opportunity to develop a close professional relationship with a faculty member. To find the right mentor, you must first define your academic and research goals. You should talk with students who have worked with the professor in the past, academic advisors, faculty members, as well as McNair staff for help in choosing a mentor. In conjunction with the Associate Director, you must identify and solidify a working relationship with a faculty research mentor by no later than **mid-January**.

You should use the following guidelines when interacting with your faculty mentor:

- Meet with your mentor regularly.
- Be punctual to all meetings with your mentor.
- Follow instructions carefully. If you do not understand an instruction, ask questions and be eager to learn from the experience of others.
- Expect routine assignments initially. You must first demonstrate ability and growth for each increase in responsibility. Regardless of the stage of research in which you are engaged, do your job well. This is your primary responsibility during the SRI.
- Defer to your mentor's expertise with regard to your research methodology, writing style and/or paper development.
- Communicate! Avoid misunderstandings by letting your faculty mentor know what you are doing and by asking for information when you are uncertain about procedures or what to do next.
- Accept constructive criticism and resolve to act on it. Be open to feedback and incorporate the suggestions.

Mentor Grievances

In the event that there is a problem with your faculty mentor that you are unable to resolve, you should schedule a meeting with the Associate Director so that the issue(s) at hand can be fully discussed and explored. Every effort will be made to resolve any problems or misunderstandings. In the event that no resolution can be made, the Director will decide what actions can be taken in the best interests of both the student and faculty member.

Scholar Travel Policy

Scholars are expected to conduct themselves appropriately and professionally when traveling on behalf of the McNair Program. Student misconduct will not be tolerated and will result in termination from the program. You will receive numerous opportunities to travel while participating in the program, and in return, the program expects that you will take full advantage of these opportunities by attending all scheduled events. It is important also that you conduct yourself

responsibly with regard to modes of transportation as well as with fellow scholars. Please keep track of all receipts and submit them to the McNair office immediately upon your return. The program requires a report from all McNair sponsored travel in the form of an experiential reflection at least two pages in length, **due one week after the trip**.

Be sure to investigate all costs of a potential trip prior to requesting approval from the program. This means examining costs associated with conference registration, hotel stays, airline tickets, mileage and meals. The *Scholar Travel Form* (due three weeks prior to departure, and earlier, if plane tickets, registrations, etc. are required) will aid in this process; McNair staff will be happy to help facilitate travel in any way they can. You will be required to have been “accepted to present” at a conference before approval for travel may be granted. Likewise, you must demonstrate ample preparation in terms of having communicated with faculty/staff and established an itinerary for visits to potential graduate schools. Copies of such correspondence and a confirmed schedule (including meetings with at least three faculty members and at least one graduate student) are required prior to approval of travel funds.

Barring a serious family/health issue, once travel is confirmed and arrangements made, you will be required to follow through with the trip. If, for any other reason, you wish to back out prior to completing the trip, you will be responsible for personally recovering the cost of any subsequent program funds lost as a result. It should be noted that the McNair Program makes a significant investment in each of its scholars through travel opportunities; in turn, scholars are expected to be highly responsible for their actions and strive to receive the most benefit from these experiences.

Attendance and Late Policy

Attendance at all McNair events and meetings is **mandatory**. These meetings are designed to enhance the research experience, help prepare for the graduate school application process and expose scholars to professional academic life. Furthermore, scholars are expected to turn in all materials and/or assignments on their respective due dates.

In general, stipend monies and access to travel funds are contingent upon satisfactory participation and completion of program requirements. Scholars will continually “earn” these funds as they successfully progress in the program.

The program understands that “things may come up” that prevent you from attending an event or turning in an assignment on time; therefore, the program does allow for the following per each spring, summer and fall semesters:

- 1) One **excused** tardy assignment** (including reflections, time reports, action plan drafts, research drafts, GRE practice scores, poster and PowerPoint presentations)
- 2) One **unexcused** tardy assignment
- 3) One **excused** absence

An “excused**” absence or tardy assignment refers to a scholar communicating the situation to the Associate Director/Class Instructor **prior to the deadline** and receiving approval. Scholars will have **one week** to turn in any late assignments before they are considered late again.

NOTE: This policy includes assignments and class periods associated with the Research Writing and Communication course and GRE prep course. Scholars who are late for scheduled class meetings and seminars will receive an **unexcused absence** for each offense.

If a scholar goes beyond the established limit, he/she will be unable to “accrue” monies attached to that particular event or assignment. **Serious illness (meaning a sickness that causes a student to miss more than two consecutive days of class) and family emergencies** will be handled outside of this framework and addressed on a case-by-case basis.

Excessive absences and/or late assignments (without legitimate reason) will be addressed on a case-by-case basis and the appropriate action taken which may result in a reduction of funds and/or dismissal from the program.

Request for an Extension: In the event that a scholar is unable to meet a major deadline (including the GSAP, final research paper, poster and PowerPoint) they may request an extension via the Associate Director. The scholar will be required to document the situation and create a timeline outlining a plan for completion. McNair staff and mentor approval is required.

Scholar Communication Policy

Scholars are expected to respond to all program communication (by email or phone) in a timely manner. This means that **you should be checking your email at least every other day** for this purpose. If a scholar does not respond to a direct program request for information by the deadline posted, it will be recorded. More than **one tardy response** to program communication (per each semester and summer) will result in a \$50 reduction of monies from your stipend and/or travel allowance per each incident.

Point System

The Associate Director will assess each scholar on a semester basis according to the following criteria (one point per each):

- Timeliness
- Attendance
- Attitude/level of engagement/responsiveness
- Effort/quality of work
- Goal orientation

Scholars will receive the opportunity to accrue five points each semester (spring, summer and fall). Senior scholars must **accrue at least eight points** by the end of the SRI in order to access travel funds for graduate school visits and professional conferences. All scholars **must accrue at least twelve points** by the end of the fall semester in order to participate in the national McNair research conference hosted by the University of Maryland in March. Scholars with an additional year remaining will continue to be assessed on their performance and their record of points accrued will impact their ability to access travel funds and other McNair resources.

Consequences

In short, program staff will be keeping track of all absences, timely submission of assignments and your responses to all communication. Once you exceed the number of acceptable violations, monies will be subtracted from stipend amounts and travel allowances. In general, violations occurring in spring will be deducted from the summer living allowance, those in summer from the research stipend and those the following academic year from travel allowances.

Termination from the McNair Program

The McNair Program reserves the right to terminate any scholar who chooses not to meet program expectations or violates CMU policies. Any student terminated for non-performance, negligence or gross misconduct will be ineligible for future consideration in the McNair Program at CMU. Steps that program staff will follow to document and address inappropriate behavior and possible termination from the program are as follows:

- 1) Scholars will receive written warning when a policy has been violated. Examples include missing an unacceptable number of program events, violating university and program policies during on or off-campus events or failing to complete assignments (according to policies stated above). The violation will then be discussed with the Associate Director who will document the student's response and steps that will be followed to rectify the situation.
- 2) If a second violation of program policy is committed, the student will receive a second written warning and must meet with the Associate Director who will document the student's response and steps that will be followed to rectify the situation.
- 3) If a third violation of the program policy occurs, the student will meet with the Director who will determine whether the student should be terminated from the program.

Program Evaluation

Scholars periodically are requested to provide feedback on program events and activities so that improvements can be made. McNair staff welcomes scholar input and suggestions, and consistently strives to deliver quality programming in a timely manner.

The Value of McNair

The McNair Program offers scholars access to significant resources that will help them become successful at the graduate level and ultimately achieve a Ph.D. As such, the program expects that participants take this opportunity seriously and make the most of each experience. Although it may not yet be entirely apparent for new scholars, being a part of McNair encompasses benefits ranging far beyond stipend monies received and seminars/trips attended during your undergraduate career. Being a McNair scholar carries prestige and recognition at a national level and is a great honor for you upon successful completion of all program requirements. It is a chance to build a solid reputation for yourself, bolster your credentials, and enjoy personal relationships and a support network that will hopefully last far beyond your years at CMU.

PROGRAM TIMELINE AND SAMPLE CALENDAR

Spring

The most significant activity during the spring semester is completing the **Research Writing and Communication course** in conjunction with **working with your faculty research mentor** on your research project. The class culminates with completion and oral presentation of a **research proposal**. Scholars attend several **graduate school seminars** intended to introduce them to key concepts and develop a proactive mindset as they begin to prepare for graduate school. Scholars work with McNair staff on an individual basis. Assignments include a reading response, vision statement, four monthly reflection/affirmations and various class assignments that build toward the final research proposal.

Summer

The Summer Research Institute (SRI) is the most intense time for scholars as they do the bulk of their work for their **research projects** and **preparation for graduate school**. The first week of the SRI is meant to foster relationships and enhance skills in a broad sense. Scholars attend a **graduate school training camp** in early June and then attend weekly seminars (concluding at the end of the month) intended to facilitate development of their Graduate School Action Plans (GSAP) – a primary outcome of the summer. **GRE training** occurs during June and July with individualized sessions as needed. Research is continuous throughout the summer. In general, **scholars are required to work at least 20 hours per week on research, 10 hours on GRE prep and 10 hours on grad prep**. Scholars work with McNair staff on an individual basis throughout the summer. Final research papers (including a poster and PowerPoint), official GRE scores and Graduate School Action Plans are due in August. Scholars begin visiting graduate institutions late summer into early fall. Assignments include a series of ten assignments leading up to the final GSAP, three GRE practice scores, weekly time reports/reflections, and continuous work on the final research paper.

Fall

Applying to graduate school and **presenting research** are the primary activities during the fall semester. Scholars finalize their **PowerPoint and poster presentations** and present both. Scholars work with McNair staff on an individual basis. Scholars attend several seminars that provide follow-up to summer topics and encourage completion of the application process. Scholars attend national conferences and visit graduate institutions. Assignments include four monthly reflection/affirmations, presentation reflection and continuous work toward the graduate application process (for those applying – *see **Application Component Deadlines** for further details*).

Spring

Completing the graduate school application process, visiting graduate schools, and presenting research both on-campus and at national conferences are primary spring activities. Scholars work with McNair staff as they receive offers and make decisions about where to attend. Scholars attend several seminars focused on the successful completion of a doctoral program. Scholars are honored at the annual spring reception and friends and family are encouraged to attend. Assignments include four monthly reflection/affirmations, final vision statement and exit interview.

Continuing Scholars

Scholars who have additional time remaining before they graduate are required to keep in continuous contact with the McNair office as they finish their classes and enter the graduate school application process. Their progress continues to be monitored. Scholars are welcome to attend ongoing McNair activities as well as social/cultural events with the current group; they primarily will work with McNair staff on an individual basis and adhere to the *Application Component Deadlines* as they apply to graduate schools.

Application Component Deadlines

The McNair Program has found that most scholars benefit from a structured framework for the graduate application process. This framework is initiated during the SRI and then maintained throughout the actual application period the following fall (some scholars may be applying during the following academic year, and thus, will adhere to these deadlines at that time). Most application deadlines occur between December 1 and March 1. The McNair Program highly encourages its scholars to submit their materials well ahead of established deadlines in order to ensure offers of admission and financial support. It should be noted that many financial offers do occur before the official deadlines.

Sample Deadlines (items to be turned in to the McNair office):

Finalized school list including updated/completed matrix for each – September 5
School visitation plan solidified – September 19
Contact with faculty – September 2 through November 3 (due October 6/November 3)
Contact with graduate students – September 2 through November 3 (due October 6/November 3)
Letters of recommendation preliminary request – October 6
Finalized CV – October 6
Transcript request – October 20
GRE score request – October 20
Application fee waiver request – October 20
Letters of recommendation formal request – October 27
Tailored personal statements – December 1
Online applications – December 1

Sample Calendar

The following calendar is intended to encourage each scholar to achieve a full understanding of the McNair process and how it will impact their daily schedule from the first day of orientation until they graduate from CMU. **This calendar includes TENTATIVE DATES and SHOULD NOT BE FOLLOWED** – it is simply offered as an organizational tool. Scholars will receive a detailed schedule that they will be required to follow on a semester to semester basis.

January

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 Vision and reaction due Classes begin	13	14 Research writing class begins	15	16 Scholar seminar and dinner	17
18	19 Mentor selection due; one-on-one with Lynn	20	21 Research writing class	22	23	24
25	26	27	28 Research writing class	29	30 Scholar seminar	31

February

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Monthly due	3	4 Research writing class	5	6	7
8	9	10	11 Research writing class	12	13 Scholar social	14
15	16	17	18 Research writing class	19	20	21
22	23 One-on-one with GA this week	24	25 Research writing class	26	27 Scholar seminar	28

March

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Monthly due	3	4 Research writing class	5	6	7
8	9 Spring Break	10	11	12 2008 scholars Maryland conference	13 Maryland conference	14 Maryland conference
15 Maryland conference	16 One-on-one with social mentors this week	17	18 Research writing class	19	20	21
22	23	24	25 Research writing class	26	27 Scholar social	28
29	30	31				

April

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Research writing class	2	3	4
5	6 Monthly due	7	8 Research writing class	9	10 Draft proposal due	11
12	13	14	15 SRCEE and practice presentation session	16	17	18
19	20	21	22 Practice presentation session	23	24 McNair Spring Reception	25
26	27	28	29	30 McNair Spring Research Symposium		

May

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Monthly due Final Proposal due	2
3	4 Finals Week	5	6	7	8	9
10	11 Week off!	12	13	14	15	16
17	18 Summer Research Institute	19 Scholar activities 9 - 4	20 Scholar activities 9 - 4	21 Scholar activities 9 - 3	22 Scholar activities 10 - 5	23 1st stipend check distributed
24	25 Memorial Day	26 McNair Summer Camp	27 McNair Summer Camp	28 McNair Summer Camp	29 McNair Summer Camp	30 McNair Summer Camp
31 McNair Summer Camp						

June

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Day off!	2 GRE prep 8:15 - 9:30 Seminar 10 - 12	3 GRE prep 8:15 - 9:30 Work session 10 - 12	4 GRE prep 8:15 - 9:30 Seminar 10 - 12	5 Weekly assignments due	6
7 Weekly's due every Monday	8 GRE prep 8:15 - 9:30 Work session 10 - 12	9 GRE prep 8:15 - 9:30 Seminar 10 - 12	10 GRE prep 8:15 - 9:30 Work session 10 - 12	11 GRE prep 8:15 - 9:30 Seminar 10 - 12	12 Weekly assignments due	13
14 One-on-one with Lynn this week...and summer picnic	15 GRE prep 8:15 - 9:30 Work session 10 - 12	16 GRE prep 8:15 - 9:30 Seminar 10 - 12	17 GRE prep 8:15 - 9:30 Work session 10 - 12	18 GRE prep 8:15 - 9:30 Seminar 10 - 12	19 Weekly assignments due	20 2nd stipend check distributed
21	22 GRE prep 8:15 - 9:30 Work session 10 - 12	23 GRE prep 8:15 - 9:30 Seminar 10 - 12	24 GRE prep 8:15 - 9:30 Work session 10 - 12	25 GRE prep 8:15 - 9:30 Seminar 10 - 12	26 Weekly assignments due	27
28	29 4th of July week off!	30				

July

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 GRE prep 8:15 – 9:30 Work session 10 – 12	7 Scholar outing?	8 GRE prep 8:15 – 9:30 Work session 10 - 12	9	10 Weekly assignments due	11
12 One-on-one with GA this week...	13 GRE prep 8:15 – 9:30 Work session 10 – 12	14 Practice presentation session	15 GRE prep 8:15 – 9:30 Work session 10 - 12	16	17 Draft paper and draft action plan due	18 3rd stipend check distributed
19 Writing consultation with Bill this week...	20 GRE prep 8:15 – 9:30 Work session 10 – 12	21	22 GRE prep 8:15 – 9:30 Work session 10 - 12	23	24	25
26	27 Last weekly due	28 Scholar outing?	29	30	31 Action plan due	

August

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 Final paper due	8
9	10	11	12	13	14 Last day to take the GRE	15
16	17	18	19	20	21	22
23	24 Classes begin	25	26	27	28	29
30	31					

September

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Final stipend check distributed	2	3	4	5
6	7 Labor Day	8	9	10	11 Presentation practice session	12
13 One-on-one with Lynn this week	14	15 McNair Info Meeting	16	17	18 Presentation practice session	19
20	21	22	23	24	25 McNair Fall Research Symposium	26
27	28	29	30			

October

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 CMU Fall Research Symposium	3
4 One-on-one with GA this week	5 Monthly due	6	7	8	9 Reflection due	10
11	12	13	14	15	16	17
18 One-on-one with social mentors this week	19 Scholar lunch	20	21	22	23 Scholar seminar	24
25	26	27	28	29	30	31

November

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Monthly due	3	4	5	6 Scholar seminar	7
8	9	10	11	12	13 Scholar social	14
15	16	17	18	19	20	21
22	23 Scholar lunch	24	25	26 Thanksgiving	27	28
29	30 Fall stipend check distributed					

December

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Holiday party	5
6	7 Monthly due Finals week	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MCNAIR ASSIGNMENT GUIDELINES

Overview

As a McNair scholar, you will be completing assignments on a regular basis. During fall and spring semesters, they will typically include monthly reflection/affirmations and seminar reaction papers. During the summer, they will include a variety of types most of which funnel directly into the Graduate School Action Plan. When completing any assignment for the McNair Program, you should keep in mind general expectations. If these very simple standards are not upheld, the assignment will be considered effectively late. First, **proofread** and **spell check** your work. Always **print out a hard copy** for proofreading purposes. **Include your name, date and title of assignment**. Some scholars enjoy titling their essay as well although this is optional. Use **one inch margins, 12 point font and double space text**. Check the margin setting because sometimes the automatic setting may be 1.5 inches. ALL writing assignments should be viewed as an opportunity to strengthen your skills; take the time to make use of this opportunity. The McNair Program expects its scholars to begin to think of themselves as graduate students, and as such, this level of expectation and detail should become the norm.

Submission of Assignments

There are a variety of formats in which a scholar may submit assignments. (1) They may choose the traditional option of hand delivering them to the office. Although, if the office is closed, please leave your assignment in the tray in the hall between the office and resource room. Otherwise, assignments can be left with the graduate studies office in Foust Hall 100. (2) Another option is to fax assignments to (989) 774-1424. (3) Finally, scholars may choose to submit assignments electronically, which can be done in one of the following two ways. (3a) If the file is *less than 10MB*, simply email it to Jeanine at jeanine.mahaffey@cmich.edu. Please be aware that the documents must be in one of the following formats: Word (actually any Microsoft Office application will be accepted), Works, Word Perfect, or PDF. (3b) If the file is *larger than 10MB*, then it must be submitted through CMU's file bank. Access the website at webs.cmich.edu/filebank, and log in using your student account. Once logged in, attach the document(s), and enter *Jeanine's email address* in the notification line, then submit.

Note that no matter what format is chosen, the assignment must be submitted by the close of business on the day it is due.

Monthly Reflections/Affirmations (at least two-pages in length)

During spring, fall and following spring semesters, you will be required to submit monthly reflections documenting your progress as a scholar and highlighting any particular accomplishments and/or challenges being met (this includes how your classes are going). These are personal in nature and you should feel free to include anecdotes or tidbits you feel are appropriate to share with the program (some scholars have been known to really have fun with these!). These reflections form what could be viewed as a journal, mapping your personal growth and development as a scholar. McNair staff may choose to **guide the reflective process** by offering topics and providing direction. Attached to the tail end of each reflection should be an affirmation. Affirmations are meant to encourage ongoing goal setting in relation to your completion of the program, as well as a long-term career vision. They are essentially a statement of goals written such that the goals have

already been achieved. Affirmations can be any length, but should generally adhere to a paragraph or multiple sentence formats. Take advantage of this opportunity.

Presentation and Travel Reflections (at least two-pages in length)

You will write additional reflections during your experience as a McNair scholar on specific activities including graduate school visitations and research presentations. These should follow the general guidelines presented above.

Reading Responses and Seminar Reaction Papers (at least two-pages in length)

At various points, you will be asked to respond to certain reading assignments and/or seminars that you attend. In these instances you should highlight things you learned, how this information may be able to help you develop as a scholar and further your career, and your overall thoughts and opinions regarding the topic at hand. These should follow the general guidelines presented above.

Vision Statement (at least one-page in length)

In addition to reflections and affirmations, the McNair Program uses the creation of a vision statement to help scholars do exactly that – create a plan or vision for their future. Scholars will be asked to write one upon beginning the program and then a final statement upon graduation. You should view this exercise as a tool in formulating your future, affirming your goals and establishing the path that will be necessary to achieve them. The goal of McNair is to provide you with ample opportunity to collect the necessary pieces throughout your time as a scholar to develop aspirations with substance – aspirations that are well-researched, well-planned and well-grounded. Good luck!

SCHOLAR PARTICIPATION AGREEMENT

I, _____, accept the offer to participate in the Ronald E. McNair Post-Baccalaureate Achievement Program at Central Michigan University. I understand that the purpose of the program is to prepare me for doctoral study and I subscribe to that purpose. Furthermore, I understand that my acceptance to participate commits me to the following:

1. Prompt response to all McNair communications
2. Genuine attempt to attend the majority of all scheduled seminars and meetings
3. Attendance at monthly meetings with McNair staff
4. Completion of a research proposal, project and final report under the guidance of a faculty mentor
5. Submission of a completed final research paper to the McNair office
6. Participation in CMU sponsored undergraduate research symposiums held each fall and spring
7. Presentation of research findings at one national conference or professional meeting
8. Pursuit of tutorial assistance in every course in which a "C" grade or lower is received
9. Genuine attempt to achieve *at least* a 3.3 cumulative GPA by the senior year
10. Completion of the Graduate Record Examination (GRE) and submission of scores to the McNair office following participation in the SRI
11. Submission of an action plan (including a personal statement/vita) for use in graduate applications
12. Visitation to at least one, top choice graduate school to explore the program and meet with faculty
13. Application to at least six graduate programs during the fall of the senior year
14. Application to at least two sources of external funding for graduate school
15. Agreement to maintain contact with the CMU McNair Program up to ten years after graduation in order to keep the office informed of current status in graduate school and/or employment, as well as progress made toward attaining a doctorate

I understand the purpose and expectations of the McNair Scholars Program and intend to meet these expectations in order to further my success in graduate education. I also understand that failure to meet deadlines for submission of research and other assignments, or an unacceptable number of absences from workshops, seminars or other mandatory events will result in deductions from my stipend monies and/or dismissal from the program.

I have read and agree to the terms and conditions of the program. I understand and accept this commitment to Central Michigan University's Ronald E. McNair Post-baccalaureate Achievement Program.

McNair Scholar's Signature

Print Name

Date

McNair Director's Signature

Print Name

Date

On behalf of the McNair Scholars Program....

Welcome new scholars, work hard and take full advantage of the McNair opportunity!