



Eastern Michigan University

Ronald E. McNair

**Post-Baccalaureate Achievement
Program**

2020 - 2021

Student Handbook

Revised 1/21

The Eastern Michigan University McNair Scholars Program

Mission Statement

The Eastern Michigan University McNair Scholars Program prepares high-achieving undergraduates from first-generation, low-income and traditionally underrepresented homes for success in pursuing doctoral studies. Through a rigorous program of research development, academic advising, personal mentoring and test preparation, the McNair Program assists its Scholars in achieving academic excellence and attaining their scholarly and professional goals.

Creed

McNair Scholars pursue higher education while persevering through personal and academic hardships. We push ourselves beyond the ordinary in our goal to succeed in doctoral studies. We are inspired to conduct research, understand cultural differences, appreciate the arts and to learn about the world. McNair Scholars foster positive change on our campus, in our communities and in our professional lives.

Inclusion Declaration

The McNair Program recognizes the need for all students to experience a welcoming and supportive learning environment. To that end, all McNair participants will be treated equally, fairly, and be protected from discrimination based on their real or perceived age, race, religion, socio-economic class, disability, sexual orientation, gender identity, and gender expression.

Table of Contents

EMU McNair Mission Statement, Creed, and Inclusion Declaration	ii.
PROGRAM CONTACT INFORMATION	
McNair Scholars Program Staff	v.
McNair Program Location	v.
McNair Website and McNair Digital Commons Website	v.
Members of the McNair Advisory Council	v.
I. INTRODUCTION	1
What is the McNair Scholars Program?	1
Dr. Ronald E. McNair, Ph.D.	1
Legislation	2
II. GOALS AND OBJECTIVES OF EMU MCNAIR	2
The Path to the Ph.D. chart	3
The Four Objectives of EMU McNair	3
III. ADMISSION TO THE MCNAIR SCHOLARS PROGRAM	4
Admission Criteria	4
University Scholars	4
IV. MCNAIR PROGRAM ACTIVITIES	4
Five Phases of the EMU McNair Scholars Program chart	5
V. MCNAIR PROGRAM MEMBERSHIP	6
Academic Advising	6
Academic Assistance	6
Academic Misconduct	7
Academic Standing	7
Annual Performance Report	7
Assignments	7
Attendance at McNair Activities	7
Cultural and Social Events	7
Evaluation of McNair Services and Activities	7
Faculty Mentors	8
The Honors College	8
Human Subject Clearance / Institutional Review Board (IRB) Approval	8
Individual Success Plan	8
McNair Newsletters and “Challenger”	8
McNair Research Seminars	8
McNair Student Organization / The MOST	9
Study Abroad	9
Summer Research Opportunities	9
Volunteer and Community Service Requirement	10
VI. MCNAIR PROGRAM ACTIVITIES BY COHORT	10
RECRUITS	10
CADETS	10
INTERNS	11

The McNair Research Stipend	11
The McNair Research Budget	11
The McNair Research Colloquium	12
Graduate Record Examination	12
The Summer Research Institute	12
SCHOLARS	13
Exit Interviews and Contact Information	14
McNair Program Graduation	14
McNair Alumni Mentors	14
Assistance for McNair Scholars in Masters and Doctoral Programs	14
ALUMNI	14
 VII. THE MCNAIR SCHOLARS RESEARCH JOURNAL	 15
 VIII. FACULTY MENTORS	 15
The Role of the Faculty Mentor in Research	16
The Role of the Faculty Mentor in Preparation for Graduate Studies	16
Faculty Mentor Responsibilities during the McNair Research Internship	17
The McNair Scholar's Responsibilities in the Mentoring Relationship	17
 IX. GRADUATE SCHOOL PREPARATION	 18
Graduate Admissions Preparation	18
Graduate Admissions/Financial Aid Forms Assistance	19
Graduate Record Examination Preparation	19
Graduate School Visits	19
Travel Funding	19
Graduate School Fee Waivers and the McNair Scholars Directory	19
 X. APPENDICES	 20
1. Students with Disabilities	20
2. Counseling Services	20
3. McNair Admissions Criteria	21
4. Web Resources	21
(A) National McNair Websites	21
(B) Research Internship Websites	22
(C) Graduate School Websites	22
(D) Financial Aid	22
5. Graduate school websites:	23

Program Contact Information

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McNair Program Address

During the Covid-19 Pandemic, please address all questions to the McNair Program at: hneff@emich.edu

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Phone: 734-487-8240 / McNair Website: <http://www.emich.edu/mcnair>

Digital Commons Website: <http://www.common.emich.edu/mcnair/>

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Dr. Heather Neff, Director, McNair Scholars Program

Dr. Kimberly Freeman, McNair Program Specialist

I. INTRODUCTION

What is the McNair Scholars Program?

The Ronald E. McNair Post-Baccalaureate Achievement Program was begun in 1989 to offer support services to high-achieving first-generation and underrepresented students on their quest to attain the doctoral degree. Eastern Michigan University is one of a highly elite group of institutions, selected by the Department of Education, to host a McNair Program. As such, EMU McNair Scholars figure among the students in our nation with the greatest potential to become leaders in their academic disciplines. It is a great honor to become a McNair Scholar.

McNair Scholars are goal-oriented, disciplined, creative and inquisitive. They enjoy learning and are willing to listen and grow through their interaction with their mentors, advisors and peers. McNair Scholars take personal pride in completing assignments to the best of their ability, meeting deadlines and balancing their work and academic commitments. They have a vision of themselves as successful professionals and are willing to work to achieve their dreams.

Membership in the McNair Scholars Program is challenging, but the rewards are great. You will develop new skills, gain confidence in yourself, make great friends, build an impressive resume and have the opportunity to travel, present your research and interact with caring faculty and staff who are dedicated to your success. Our graduates are building academic and professional lives around the world, and we pledge to open the world to you, too!

Congratulations, McNair Scholars. You're the pride of our staff, your professors and Eastern Michigan University!

Dr. Heather Neff, Ph.D.

Director, McNair Scholars Program

EMU Distinguished Faculty Award for Excellence in Teaching

Michigan Distinguished Professor

Dr. Ronald E. McNair, Ph.D.

The Ronald E. McNair Post-Baccalaureate Achievement Program is designed to honor Dr. McNair, an astronaut who died in the explosion of the Challenger Space Shuttle explosion in January, 1986. Ronald Erwin McNair was born October 21, 1950, in Lake City, South Carolina. He attended North Carolina A & T State University, where he graduated Magna Cum Laude, with a B.S. degree in Physics in 1971. McNair then enrolled in the prestigious Massachusetts Institute of Technology. In 1976, at the age of 26, he earned his Ph.D. in Physics.

Dr. McNair soon became a recognized expert in laser physics while working as a staff physicist with Hughes Research Laboratory. He was selected by NASA for the space shuttle program in 1978, and served as a mission specialist aboard the 1984 flight of the Space Shuttle Challenger.

In addition to his academic achievements, McNair received three honorary doctorate degrees and many fellowships and commendations. These distinctions include his having been named a Presidential Scholar, 1967-71; Ford Foundation Fellow, 1971-74; National Fellowship Fund Fellow, 1974-75. Dr. McNair also received many prestigious awards, including the Omega Psi Phi Scholar of the Year, 1975; Distinguished National Scientist and National Society of Black Professional Engineers, 1979; and the Friend of Freedom Award, 1981. He was married and had a son and a daughter.

After his death, Congress provided funding for the Ronald E. McNair Post-Baccalaureate Achievement Program to encourage minority, low-income and first-generation college students to explore educational opportunities and pursue graduate studies.

Legislation

The McNair Program is authorized under a 1986 amendment to the Higher Education Act of 1965. The first projects were funded in 1989.

II. The Goals and Objectives of EMU's McNair Scholars Program

The purpose of the McNair Program is to assist students in completing their Bachelor's degree, and to gain admission to Master's / Doctoral programs. McNair Scholars receive many forms of assistance as they progress toward these goals. The following pages will provide you with detailed information about the program, the responsibilities of McNair Scholars, and the services and resources available to you.

The path to the Ph.D.

Most undergraduates have questions about what a doctoral actually is — and how to earn one. The diagram below shows the progression from a Bachelor's Degree, to the Master's Degree, and then on to the top of the pyramid, or the Doctoral Degree (Ph.D.).

Earning a **Bachelor's Degree** (B.A. or B.S.) usually takes between 4-6 years. Students typically take General Education courses on a wide range of subjects during the first and second years, followed by a number of courses specifically designed to give them advanced knowledge in a Major and Minor subject.

The **Master's Degree** (M.A. or M.S.) is awarded after taking 10 to 14 additional classes in a single subject. Master's degrees are typically earned in 1 to 2 years of study. Many students seek graduate assistantships, in which they work at the university and receive free tuition and a stipend payment in return. Classes are smaller, more reading and research are required, and students work closely with their professors. Master's programs are selective, typically admitting between 10-20 students per cohort.

The **Doctoral Degree** (Ph.D.) is awarded after a student becomes an expert in a field of study. The Ph.D. may require up to 15 courses, after which the student conducts and writes an original research project, called a "dissertation." Upon successful completion of the

dissertation, the student is awarded the “Doctorate of Philosophy,” or “Ph.D.” Doctoral studies typically take 4-6 years, and most students work as university instructors or researchers, and receive free tuition and a salary. Doctoral programs are highly selective, typically admitting 1-3 students per cohort.

The!Path!to!the!Ph.D.!



The Four Objectives of the McNair Scholars Program

Each year, the EMU McNair Program strives to meet the following four Objectives:

- I. 100% of our Scholars will engage in Research or Scholarly activities every year;
- II. 70% of our graduates will enroll in graduate school by the fall semester immediately following completion of the Bachelor's degree;
- III. 82% of our graduates will remain enrolled in graduate school the fall semester of the following year;
- IV. 10% of our graduates will obtain their doctoral degree within 10 years of graduation from the baccalaureate program.

Additionally, EMU expects this program to have significant impact on the campus community and to eventually impact higher education in this region and nationally.

The McNair Scholars Program will provide you with an array of academic support services to effectively prepare you for admission, and success in graduate studies: These services include:

- Advising throughout your studies at EMU;
- Courses on how to conduct research;
- Faculty mentoring in research projects;
- Knowledge about financing your education;
- Tutoring;
- Workshops on admission to graduate school and the processes involved;
- Visits to graduate schools;
- Graduate Record Examination (GRE) preparation;
- Publication in the *McNair Scholars Research Journal*
- Cultural and social events;
- Application fee waivers for many graduate programs.

III. Admission to the McNair Scholars Program

Admission Criteria

The admission criteria for the McNair Scholars Program are stipulated by federal guidelines. You must meet the following requirements in order to be considered for admission to the McNair Program:

- ___ US citizenship or Permanent Resident status (documentation may be required);
- ___ Current enrollment at EMU;
- ___ Completion of at least 25 credits at the point of application;
- ___ More than 18 months away from graduation;
- ___ Minimum 2.85 GPA;
- ___ Low income (for more information, please see <http://www2.ed.gov/about/offices/list/ope/trio/incomelevels.html>) AND a first-generation college student, OR a member of an under- represented minority group, including African-American, Hispanic/Latino, Native American/Alaskan or Pacific Islander;
- ___ Expect to graduate from EMU with a bachelor's degree;
- ___ A commitment to earn a Doctoral degree;*
- ___ No previously earned Bachelor's degree.

*Additional information on the federal regulations concerning admission to the McNair Scholars Program can be found in the Appendices to this Handbook.

University Scholars

Students accepted into the McNair Program during an admission cycle when the program is at full capacity may be invited to participate in the program as University Scholars, in anticipation of spaces opening due to seniors graduating. University Scholars are expected to complete all research and homework requirements and to take full advantage of the seminars and workshops offered by the McNair Program.

IV. McNair Program Activities

The Five Phases of the EMU McNair Scholars Program

The Five Phases of the McNair Program correspond roughly to a Scholar's progress through the Bachelor's degree. Assignments are designed to support the growing understanding of research, and to prepare the Scholar for the graduate admissions process:

RECRUIT	CADET	INTERN	SCHOLAR	ALUMNI
<p>Students recruited to program;</p> <p>Learn about graduate study;</p> <p>Admitted at sophomore level.</p> <p><u>Requirement</u></p> <p>Complete application;</p> <p>Selected for program (may be tentatively admitted as a University Scholar).</p>	<p>Seminar 177</p> <p>Focus on benefits of graduate study;</p> <p>Plan for overcoming academic challenges;</p> <p>Choose a faculty mentor;</p> <p>Learn basic research components specific to academic discipline.</p> <p><u>Requirement</u></p> <p>Prepare Research Proposal (5-7 pages).</p>	<p>Seminar 277</p> <p>Focus on IRB, conducting research, lab, and working with quantitative and qualitative data;</p> <p>Summer Research Institute and GRE training.</p> <p><u>Requirement;</u></p> <p>Complete Research Project (20 pages);</p> <p>Present research at EMU Symposium and McNair conference;</p> <p>Take the GRE;</p> <p>Prepare Grad Admissions Portfolio.</p>	<p>Focus on dissemination of research;</p> <p>Publish in McNair Journal;</p> <p>Present at Symposium and McNair conference;</p> <p>Apply to 9-11 graduate programs.</p> <p><u>Requirement</u></p> <p>Present research (Power point & publishable research article);</p> <p>Graduation from EMU;</p> <p>Graduate School admission and enrollment!!</p>	<p>Continue toward attainment of the Doctorate;</p> <p>Serve as mentors, volunteers and assistants to current participants.</p>

You were chosen as a McNair Scholar based on your demonstrated academic excellence, motivation, and commitment to education. McNair scholars must show a high level of integrity and responsibility, both personally and professionally. In order to assure mutual clarity regarding your goals and responsibilities in the program, the following guidelines have been compiled.

As a McNair Scholar you must:

- Attend weekly research seminars;
- Complete all homework assignments by the due date;
- Participate in all required activities, service responsibilities and travel;
- Complete a written McNair Project to the satisfaction of your faculty mentor and the McNair Program;
- Submit your completed McNair Project for publication in the *McNair Scholars Research Journal*;
- Present your research at the EMU McNair Research Colloquium and the EMU Undergraduate Symposium;
- Study for the Graduate Record Examination and take the test during the Summer Research Internship;
- Apply to 7 to 9 graduate programs during your senior year of study.
- Enroll in graduate school the fall semester immediately after completing your Bachelor's degree;
- Remain in graduate school the fall semester of the following year.

McNair Scholars also:

- Strive for the highest possible standard of performance, particularly in regard to preparation, attendance, and participation in all program activities;
- Seek out and accept challenges to enrich your overall learning experience, such as mentoring, volunteering on campus and in the community, applying for summer research opportunities at other universities and attending conferences;
- Seek opportunities to learn about research methods, data collection, interpretation, and evaluation through working with your faculty mentor;
- Respect others by maintaining confidentiality;
- Respect diversity;
- Have a positive attitude;
- Provide constructive feedback;
- Contribute equitably to group efforts;
- Conduct all discussions and arguments based on the issue at hand, not a person or their characteristics;
- Take responsibility for your actions, regardless of the consequences;
- Follow through on commitments.

V. McNair Program Membership

You can often identify potential problems before they occur. If you have any reason to believe that you are encountering a problem that could jeopardize your participation in the program, please talk with us. We will be more than happy to do anything we can to help you work through any difficulties.

Academic Advising

You also must attend an Individual Success Plan meeting or a group advising session with a McNair staff member at least once every semester. Advising appointments allow us to assist

you as you progress through your studies.

Academic Assistance

McNair Scholars have access to academic tutoring services to foster retention and academic success. A variety of tutoring services are available through the Holman Success Center. Help is available on a drop-in and first-come first-serve basis through the Math Lab, and Academic Projects Center.

Holman Success Center - <http://tlc.emich.edu/>

Math Lab - <http://people.emich.edu/aross15/hours.html>

Academic Projects Center - <http://www.emich.edu/apc/>

Menu of Additional Campus Resources - <http://tlc.emich.edu/resources.html>

Academic Misconduct

You will be terminated from the McNair Scholars Program if you are found guilty of academic misconduct, a serious violation of the EMU Student Conduct Code, or behavior unbecoming a McNair Scholar, as determined by the Director. Violations of University policies are handled by the EMU Office of Wellness and Community Responsibility.

Academic Standing

To remain in good standing with the McNair Scholars Program, you need to maintain a 2.85 GPA. If your GPA falls below a 2.85, you will be placed on probation and offered additional support to raise it back to at least a 2.85. If you fail to do so, your McNair membership may be terminated.

Annual Performance Report

The McNair Program will track each Scholar's academic career, including pursuit of any master's level graduate work undertaken prior to entering a doctoral program. All Scholars are required to sign an agreement to keep program staff informed of their academic and career progress for a period of ten years after admission to the McNair Scholars Program. Tracking will continue over this decade. Please be aware that some of your personal information may be shared with the federal Department of Education, which provides funding for this program.

To assist us with following your academic progress after enrolling in graduate school, you will receive regular e-mails, newsletters and surveys from the Program. Please assist us by remaining in contact!

Assignments

You must complete all homework assignments by the dates indicated on your syllabus, attend all tutorial and support appointments, complete the GRE Preparation Course and the GRE examination (Intern / Junior-level students). Students who do not hand in two or more required assignments may be removed from the McNair Program at the discretion of the McNair Director.

Attendance at McNair Activities

Attendance at all required seminars and workshops is essential to your success as a McNair Scholar. We understand that on occasion there may be legitimate reasons why you cannot

attend a particular event. We ask that you notify us in writing prior to the event if you are not able to attend. If this happens more than once per semester your membership may be rescinded.

Cultural and Social Events

McNair Scholars will be invited to attend a number of academic and social events, including presentations, plays, concerts and social gatherings. These events will enrich your academic experience and prepare you for your scholarly and professional future. You are required to attend a minimum of two such events per academic year.

Evaluation of McNair Services and Activities

Scholars will provide written evaluations of the effectiveness of all scheduled programs and activities. These evaluation documents will be used to compile annual reports to the federal Department of Education and to the EMU community. Faculty Mentors will also be asked to submit regular confidential, written evaluation of their scholar's work.

Faculty Mentors

All scholars must work with faculty mentors to produce research. Mentors should be tenure-track faculty who teach in the Scholar's field of study. Scholars should approach the faculty member about becoming a Mentor, and provide a completed **Mentor Contract**, with the faculty member's signature, to the McNair office.

The Honors College

McNair Scholars are strongly encouraged to become members of EMU's Honors College. Those Scholars who meet the admissions criteria for the Honors College may be admitted to the College by submitting the information and letters of recommendation from their McNair Program application. Membership in the Honors College brings many additional privileges, such as priority registration for classes, scholarships, research funding and grants for study abroad. McNair Scholars may use their McNair Research Projects as part of the Honors Thesis. Please speak to the McNair staff, or contact the Honors College to arrange an appointment to learn more about the advantages of becoming an Honors student: (734) 487-0341.

Human Subject Clearance / Institutional Review Board (IRB) Approval

Scholars who wish to conduct interviews or surveys as part of their research may have to seek Human Subjects Clearance from the University. It is important to discuss this process with the Faculty Mentor and to file all necessary forms and documents before conducting such research. Please visit the Human Subject Clearance page on the EMU website for additional information and links to the required forms:

<http://www.ord.emich.edu/research/compliance/human/human/students.html>

Individual Success Plan

Every McNair Scholar is required to create an Individual Success Plan, working with a McNair staff member, during the first semester of the program. This Plan will be incorporated into the Scholar's program of study. The program staff will identify your personal needs, help you select a mentor, manage your research, and monitor your academic progress through regular

meetings. The Individual Plan for Success will also be used to ensure satisfactory progress towards a Bachelor's degree and timely admission to graduate school.

McNair Newsletters and “Challenger”

The McNair Program will publish an official newsletter with updates on program activities and achievements at least once per semester. A bulletin designed especially for Scholars will be published on a monthly basis. Other news pertaining to the McNair Program will be disseminated via our EMU Online site and our Facebook page. You are welcome to join the Editorial Board, or to write articles for our publications.

McNair Research Seminars

The McNair Research seminars are specifically designed to support Scholars in all aspects of the research process. The weekly seminars will cover topics such as:

- The value and purpose of research;
- Research ethics;
- The use of research databases;
- The formulation of a research topic;
- Obtaining Institutional Research Board approval;
- Writing a Literature Review / Introduction
- Creating a research plan, including a methodology, timeline and budget;
- Working with faculty mentors;
- Writing a complete Research Proposal;
- Drafting and revising a paper;
- The correct citation of sources;
- Financial literacy, including managing personal finances, financial aid, graduate school funding.

Please remember that the highest ethical standards are applied to any research conducted during the McNair Research Program. All papers will be screened for plagiarism, and all papers submitted for publication must obtain the approval of the Faculty Mentor and the McNair Director.

McNair Student Organization / The MOST

The McNair Scholars Society was created to allow McNair Scholars to organize academic, social and volunteer activities for their peers. All McNair Scholars are members of the Association. Among the responsibilities of the Association: (1) plan and implement fundraising activities; (2) work with Campus Life to develop a calendar of social and cultural events; (3) plan parties and celebrations; (4) assist with recruitment events; (5) plan ice-breaking activities for McNair Retreat. A copy of the McNair Scholars Society Constitution and By-laws will be provided to each member.

Study Abroad

We strongly recommend that all McNair Scholars take advantage of the University's many opportunities for international study, including the “**McNair in London**” study abroad course. Visiting or living in another culture is an indispensable way to learn a great deal about other nations, their traditions and languages as well as seeing our own nation from a different

perspective. Please contact EMU's Academic Programs Abroad office for information on study abroad programs and possible financial assistance for such courses. Telephone: (734) 487-2424, www.emich.edu/abroad/

Summer Research Opportunities

Prior research experience and dissemination of results are necessary prerequisites for success in graduate programs. One or more undergraduate internships demonstrate that you can carry out independent research, and strengthen your credentials when applying to competitive doctoral programs. Scholars are strongly encouraged to apply to summer research programs on campuses throughout the United States. Most programs include room, board and a research stipend. Learn more about the **SROP (Summer Research Opportunity Program)** at CIC (Committee on Institutional Cooperation Program):

<http://www.cic.uiuc.edu/programs/SROP/>.

Scholars should also apply for EMU's **Undergraduate Research Stimulus Program (URSP)** a \$2,000 Fellowship for undergraduates to conduct research.

Volunteer and Community Service Requirement

Each McNair Scholar is required to complete twenty (20) hours of community and/or volunteer service, in addition to the EMU requirement, before graduation. Service hours must be documented on Community Service forms, which can be obtained by contacting the McNair office. These hours can be earned concurrently with Honors hours, but are separate from General Education requirements.

VI. McNAIR ACTIVITIES BY COHORT

RECRUITS

Members of the Recruit class have earned fewer than 24-credits, or have recently transferred to EMU and not yet established an EMU grade point average, but have expressed an interest in obtaining a doctoral degree. These students will be invited to attend recruitment events to learn more about the program, and may apply to the program upon reaching sophomore status and meeting the other admission requirements.

Recruit Activities

- Attend an information session or interview with McNair Staff in order to learn about the
- McNair Scholars Program;
- Research the program and decide if it is right for you;
- Apply to the McNair Scholars Program.

CADETS / Sophomores

Members of the **Cadet** class (typically during the sophomore year of study) will learn the basic components of research. Cadets will attend the Fall semester McNair Research Seminar, and enroll in the McNair Research Seminar I (CASI 177) during the Winter semester. Both courses are designed to support the writing of a **research proposal** leading to a project to be

completed during the Internship phase of the Program. Attendance at these classes is mandatory. Only one excused absence will be permitted during each semester of the McNair Program.

Cadet Activities

Fall semester

- Formal acceptance to the McNair Scholars Program;
- Attend Fall Research Seminars;
- Participate in the McNair Team Challenge;
- Attend required meetings, retreats, cultural and scholarly events;
- Meet with McNair staff to begin Individual Plan for Success;
- Seek a faculty mentor.

Winter Semester

- enroll in the McNair Research Seminar I (CASI 177);
- **Work with a Faculty Mentor to write a research proposal of 5-7 pages (include abstract, research question, hypothesis, literature review, methodology, bibliography);**
- **Apply for IRB Approval, if necessary;**
- Join the McNair Scholar Society (“The MOST”) and participate in events;
- Apply to SROPs (Summer Research Opportunity Programs), or seek opportunities to conduct research over the summer semester.

INTERNS / Juniors

The McNair Research Internship

Central to the mission of the McNair Scholars Program is the opportunity to provide each McNair Scholar with scholarly and research activities under the guidance of a Faculty Mentor in the Scholar’s academic field. During the fall, winter and summer semesters, second-year Interns will complete a McNair Research Project that results in a **20-page written paper suitable for publication**, and an **oral presentation poster, PowerPoint or paper formats**.

Members of the **Intern** class will attend McNair Research Seminars during the Fall semester and enroll in McNair Research Seminar II (CASI 277) during the Winter semester. This 1-credit course will assist Interns with conducting their faculty-mentored research project. Interns will produce a **20-page research paper** to be presented at the McNair Research Colloquium and a national McNair conference. Interns will attend the McNair Summer Research Institute, complete a GRE preparatory course and take the GRE examination, while preparing for the graduate admissions process.

The McNair Research Stipend

Each McNair Scholar participating in the McNair Research **Internship** will be provided a stipend of up to **\$2,800.00** (may change during 2021) for completion of the McNair Research Project, the GRE preparatory course, presenting research and taking the GRE examination. In order to receive the stipend, the Scholar must successfully meet the following requirements:

- 1) Sign a contract acknowledging the requirements and expectations of the program;
- 2) Provide a signed Mentor Contract after selecting a Faculty Mentor;
- 3) Attend the weekly McNair Research Internship seminars;
- 4) Complete all required written and research assignments;
- 5) Provide an Interim Report in the sixth week of the Internship and a Final Report at the conclusion;
- 6) Complete the McNair Research Project by the given deadlines;
- 7) Make any required revisions in a timely fashion;
- 8) Present the research results at the **McNair Research Colloquium** and the **EMU Undergraduate Symposium**;
- 9) Submit the McNair Research Project for publication in the *McNair Scholars Research Journal*;
- 10) Attend required workshops on graduate test preparation and research methods;
- 11) Take the Graduate Record Examination preparatory course;
- 11) Take the Graduate Record Examination (or another appropriate pre-graduate school examination), and submit copies of scores prior to the beginning of fall semester of the senior year.
- 12) Hand in all required documents, by the requested deadlines, and *with your mentor's signature*.

The McNair Research Budget

McNair Scholars are eligible to receive a research budget of up to **\$300.00 (this amount may change, depending on available resources)**. This budget is intended to pay for research supplies, travel, software and registration at related conferences. The budget may **not** be used to pay for food, personal items, gifts or flowers.

An itemized Research Budget, signed by the Scholar's Faculty Mentor, must be submitted by the date indicated on the McNair Research Internship syllabus. The McNair Director must approve the budget before the funds are made available. The \$300.00 stipend can only be used to support the McNair Research Project during the period of the McNair Research Internship.

The McNair Research Colloquium

At the end of the McNair Research Internship second-year Scholars will present their Research papers at a Research Colloquium at Eastern Michigan University. Friends and family are invited to attend.

Graduate Record Examination

Scholars must take the Graduate Record Examination by August 15 of the year they complete the GRE training course. Copies of GRE scores must be provided to the McNair Program.

Intern Activities

Fall Semester:

- Attend Fall Research Seminars
- Participate in the McNair Team Challenge (Fall semester)

- Attend required meetings, retreats, cultural and scholarly events;
- Meet with McNair staff regularly to update Individual Plan for Success;

Winter Semester:

- **Work with your Faculty Mentor and conduct research, resulting in a 20-page paper;**
- enroll in the McNair Research Seminar II (CASI 277);
- Present your research at the Undergraduate Symposium and at a national McNair conference.
- Apply to SROPs (Summer Research Opportunity Programs), or seek opportunities to conduct research over the summer semester;
- Join the McNair Scholar Society and participate in MSS activities;
- Use your **Research Budget** to purchase supplies for your research. **See page 14, below.**

Summer Semester: Attend McNair Summer Research Institute (Summer Semester):

The Summer Research Institute

Interns will participate in a seven-week Institute during the months of May and June of their internship year.

During the Institute, Interns will:

- 1) Prepare their research paper for publication in the *McNair Scholars Research Journal*. Read more about this process on page 14, below.**
- 2) Take a **Graduate Record Examination (GRE) preparatory course**;**
- 3) Take the **GRE examination** (or other pre-graduate school examinations, if required) and submit scores to the McNair Program before the start of the fall semester;**
- 4) Create a **Graduate School Admissions Portfolio** with:**
 - Personal Statement;
 - Research Statement;
 - complete spreadsheet of potential graduate programs;
 - 2-3 faculty letters of recommendation;
 - professional resume and curriculum vita;
 - and any other relevant documents, as required.
- 5) Meet with McNair Staff concerning the Individual Plan for Success.**

You are eligible to receive the \$2,800.00 research stipend during this process. Read more on below.

SENIORS/ "SCHOLARS"

Interns who have successfully completed their McNair Research Projects and presented their research at the McNair Research Colloquium become McNair "Scholars." The Scholars' central focus is **applying to and gaining acceptance to graduate school**. McNair Scholars attend Senior Seminars in the Fall and Winter, and also present their research during their senior year of study at the EMU Undergraduate Symposium.

Graduate School Application Process

McNair Scholars are expected to apply to a minimum of five (5) graduate programs.

Application fee waivers are available at many schools with proof of participation in the McNair Scholars Program. Some graduate schools have special assistantships, fellowships, free tuition, and other benefits for McNair applicants. It is important inquire about such benefits with the Office of Admissions. Scholars should use the materials in their Graduate School Admissions Portfolio as they participate in the graduate admissions process. The McNair staff will provide advising, assist with travel arrangements to visit prospective graduate programs, and offer letters of participation for those schools offering fee waivers. It is important to apply early and keep detailed documentation of all submitted applications.

McNair Fee Waivers

Many graduate programs offer fee waivers to McNair Scholars during the application process. The National McNair Graduate Fee Waiver List identifies the schools that offer such waivers:

<http://rochester.edu/college/kearnscenter/McNairgradfeewaivers.html>

Scholars should also take advantage of the National Graduate Fellowships List: www.rochester.edu/college/.../mcnairgradfellowships.html

Scholar Activities

Fall semester:

- Attend required graduate admissions seminars and workshops;
- Meet with McNair Staff concerning the Individual Plan for Success;
- Complete Graduate Admissions Portfolio;
- Visit potential graduate schools and meet with faculty;
- Apply to 5-8 graduate programs;
- Apply for assistantships and fellowships;
- **November: Submit your research project to the Undergraduate Symposium;**
- Participate in McNair Scholar Society activities;
- Continue to follow-up with applications to graduate programs;

Winter Semester:

- Attend accepted student visits at universities;
- Complete Service Requirement;
- Complete an exit interview with McNair staff;
- **March – Present research at the Undergraduate Symposium;**
- **And select which graduate program to attend!**

Exit Interviews and Contact Information

Scholars completing undergraduate degrees will be asked to engage in an exit interview in which the overall strengths and weaknesses of the program will be discussed. The exit interview is an opportunity for the McNair Program to seek constant improvement and better use of its resources. Graduating Scholars will be asked to provide contact information including a permanent address, telephone numbers and email addresses so that the McNair Program may continue to track their academic progress during the graduate school years.

McNair Program Graduation

McNair Scholars will be invited to a special reception/graduation upon completion of the program and graduation. These Scholars will be recognized for their academic achievements and their service to the University community. Faculty Mentors, advisory committee members, and select administrators and Scholars' families will also be invited.

McNair Alumni Mentors

Senior McNair Scholars will be asked to serve as mentors to Recruits, Cadets and Interns. Such mentoring may involve social events, community service activities, or personal support in time management.

Assistance for McNair Scholars in Masters and Doctoral Programs

McNair Scholars may take advantage of their membership in the McNair Program throughout their Masters and Doctoral studies. McNair Scholars are included in the national **McNair Scholars Directory**, which is used by many graduate programs for recruitment purposes: [http://www.coenet.us/ecm/AM/Template.cfm?Section=McNair Scholars Directory](http://www.coenet.us/ecm/AM/Template.cfm?Section=McNair_Scholars_Directory)

The EMU McNair Program will continue to document the academic progress of Scholars for ten years after graduation, and will offer support services to Scholars whenever possible.

ALUMNI

Graduates of Eastern Michigan University who have completed all requirements of the McNair Scholars Program will continue to provide information about their advancement through their Master's and Doctoral degrees for a period of at least ten (10) years. Alumni will be invited to attend McNair events, serve as mentors, members of the Advisory Board, and to assist in fundraising efforts.

McNair alumni will be provided with continuing advising, letters of participation, and any other services allowed by the Program.

VII. The McNair Scholars Research Journal

Once your 20-page research paper has gained the approval of your Faculty Mentor and the McNair Editor-in-Chief, it will be submitted for publication in the *McNair Scholars Research Journal* (formerly the *McNair Chronicles*). The *McNair Scholars Research Journal* is published both digitally, on EMU's Digital Commons site (**commons.emich.edu/mcnair/**) and bi-annually, as a hard-copy text. Copies of your edited paper as well as a digital link will be made available to you for use as writing samples to respective graduate programs.

The McNair Scholars Research Journal Editorial Policy

- 1) The McNair Program staff will provide scholars and mentors with the editorial policy and a copy of the most recent McNair publication prior to the beginning of the McNair Research Internship seminars. Students and mentors should assume that papers that are submitted for publication should closely approximate the standard of documents submitted

to professional journals in their respective fields.

2) Students are to receive author's credit, and the faculty member's name shall appear as mentor name. Students retain all copyrights to their work.

3) Manuscripts may be *accepted*, *accepted with revisions* or *rejected* by the Editor-in-Chief in concert with the reviewers.

4) Scholars must submit their reports both as an **electronic** and **paper copy**. Scholars will be solely responsible for providing "Works Cited" or "References" and are asked to refrain from using automated citation software as it is not consistent with the predominant styles in scholarly use: University of Chicago Manual of Style, American Psychological Association Manual of Style or Modern Language Association Style. Other styles will be considered upon written request prior to submission.

5) Scholars are responsible for maintaining a record of all electronic and print correspondence pertaining to their submission until the journal is in print.

6) The Copy Editor and the Editor-in-Chief will retain a repository of all electronic and print correspondence pertaining to their submission until the journal is in print.

VIII. Faculty Mentors: the most important support people in your studies!

Finding a Mentor who is willing to supervise the Research Project is an integral part of this program. Scholars should seek an EMU tenure-track Faculty Mentor in their field of study. The Mentor is required to have a Ph.D. and should be available during the Summer I semester to give final approval to the Scholar's Research Project. Scholars may choose to work with faculty members from a previous or current class, or offer to work as a professor's research assistant.

Faculty Mentors serve both as guides to an in-depth field of study, experts on specific topics and, in many cases, academic coaches and friends. Faculty Mentors assist Scholars with selecting a research project, conceptualizing the research design, preparing a research proposal, analyzing research data, writing and revising results, and learning how to disseminate results.

Faculty Mentors will also suggest articles to read, share their personal graduate school experiences, listen to and respond to your concerns, discuss strategies for studying/time management, and offer support as you progress toward graduate studies.

The Scholar-Mentor relationship is intended to increase the student's confidence in interacting with Professors through regular meetings and ongoing discussions about research

development. Though it may seem difficult to approach a professor about becoming a Faculty Mentor, it is vital that every student gains experience in working closely with supportive staff. Speaking with professors about one's progress and concerns is one of the most important tools for success at any level of study, and one of the most important aspects of the McNair Scholars Program.

The Role of the Faculty Mentor in Research

Faculty Mentors serve as guides and role models in the research endeavors. They pass on their passion, expertise, and knowledge to you as they work with you on tasks of increasing complexity and responsibility. The Mentor aids you by introducing you to fellow professionals in the field, and by offering you personal advice and guidance in your studies. You should meet with your mentor on a regular basis and seek assistance in the following tasks:

- Development of a research proposal;
- Identification of appropriate research goals;
- Devising a timeline that is ambitious yet attainable;
- The use of appropriate research methods, data collection, interpretation, and evaluation;
- The use of appropriate methods to document activities and findings;
- Making changes to the direction and/or topic of the research project;
- Conducting a substantive review of research results for presentation and publication;
- Assist you in applying for research funding;
- Assist you in applying for Summer Research Programs or graduate school visits;
- Assist in your selection of potential graduate programs;
- Provide a letter of recommendation and review your Research Statement (if required), when you apply to graduate programs.

The Role of the Faculty Mentor in Preparation for Graduate Studies

The role of every faculty member includes academic and career advising. While the McNair Program provides information and opportunities to learn about graduate programs, Faculty Mentors provide McNair Scholars with discipline-specific information and other support as needed. The list that follows represents many of the ways in which Faculty Mentors support you on your path to graduate education:

- Enhance your understanding of the opportunities and demands of graduate education.
- Introduce you to sources of information regarding graduate programs.
- Help you evaluate graduate programs.
- Assist you with the identification of academic and professional contacts.
- Assist you with applications for educational, research, and financial support.
- Assist you in the preparation of graduate school applications.
- Serve as a resource and reference for you.

The Role of the Faculty Mentor during the McNair Research Internship:

Faculty Members who agree to work with a McNair Scholar should be prepared to:

1) Research Project:

- Complete and sign a Mentor Contract, after discussing the objectives of the McNair Research Internship with the Scholar;
- Assist the Scholar in the design of the research project;
- Ensure that the McNair Research Project has an academic basis that allows the Scholar to engage in all aspects of the research process;
- Meet with the Scholar regularly, and at least on a bi-weekly basis;
- Assist the Scholar in preparing an itemized Budget for research supplies, travel and other allowed expenses (budget maximum: \$500.00) by the date indicated on the McNair Research Internship syllabus;
- Monitor and manage the process and progress of the Scholar's research.

2) Scholarly Paper

- Review drafts of the project and suggest corrections;
- Approve the final draft of the research paper before submission to the McNair Program Director;
- Sponsor the Scholar's Research Project for inclusion in the EMU Undergraduate Symposium;
- Attend the McNair Research Colloquium at the completion of the McNair Research Internship;
- Assist the Scholar in preparing a formal presentation of the research for a local or national conference;
- Assist the Scholar in preparing the project for submission for publication in a scholarly journal.

3) Report the Scholar's Progress

- Provide an Interim and Final Report on the Scholar's research activities;
- Contact the McNair Program staff with any concerns about the Scholar or the Research Project.
-

The McNair Scholar's Responsibilities in the Mentoring Relationship

The McNair Scholar's relationship with a Faculty Mentor is quite possibly the single most important factor influencing your success. This relationship provides the support necessary for you to prepare for entry into and successful completion of a doctoral program. A McNair Faculty Mentor is indispensable to you as a role model, a trusted source for guidance, and an expert in their field guiding your research endeavors. The following points are ways in which the mentors' participation and support will be requested.

McNair Scholars should strive to build a productive working relationship with their Faculty Mentors, and to learn from their expertise. The following guidelines have been compiled as points for Scholars to consider as they build this relationship:

- **Be proactive in the relationship with the Faculty Mentor.** Ask for clarification, advice and support when needed;
- **Read your syllabus carefully and make your Mentor aware of requirements, dates and deadlines;**
- Meet with your mentor and go over the questions in the Mentor Contract. Ask your Mentor to sign the contract and bring it to the McNair office;
- Schedule meetings well in advance and be aware that professors have many teaching and research commitments;
- **Attend EVERY scheduled meeting with the Faculty Mentor and BE ON TIME!**
- Communicate with the Faculty Mentor openly and honestly;
- Be considerate of the Mentor's time and other responsibilities. Mentors are providing Scholars a great service and are volunteering their time and energy;
- Keep a positive attitude and be receptive to advice and constructive criticism;
- Listen carefully and take notes;
- Commit to carrying out goals that were agreed upon, discussing any changes or difficulties as they arise;
- **Thank your mentor IN WRITING, in addition to offering verbal expressions of appreciation.**

IX. Graduate School Preparation

The primary objective of the McNair Scholars Program is to assist McNair Scholars in gaining admission to, and succeeding in their graduate studies. All McNair activities, including the academic, service, cultural and social, are designed to assist our Scholars in attaining their professional goals. Following the Program requirements will strengthen you intellectually and assist you in gaining the knowledge and confidence that will make you a success in the future.

Graduate Admissions Preparation

McNair Scholars will become familiar with and prepare for graduate admissions applications and applications for fellowships and/or assistantships through workshops, seminars, visits to local graduate universities, and educational planning. Scholars will work with the McNair staff, their Faculty Mentors and with the peers to select and apply to graduate programs in their field of study.

- Each student will prepare a Graduate Admissions Portfolio containing the following documents:
- Academic Curriculum Vita
- Academic Resume
- Personal Statement
- Research Statement
- Writing Sample
- Reference list with contact information

- Two letters of recommendation
- McNair Research Paper
- Spreadsheet containing complete admissions information on seven graduate programs in the Scholar's academic discipline
- Two downloaded and completed graduate school applications
- Copies of correspondence with an advisor in the graduate programs of at least two graduate programs

Graduate Admissions / Financial Aid Forms Assistance

As a group activity during the workshop and seminar series, the McNair Program Staff will lend assistance in filling out graduate admissions forms, the preparation of personal statements and writing samples, as well as assistantship and fellowship applications for graduate school.

Graduate Record Exam Preparation

The McNair Program Office will offer workshops in graduate exam preparation as a part of the McNair Research Institute. Scholars are take the Graduate Record Examination by August 31st of the year in which they completed the preparation course. The McNair Program may offer financial assistance with the cost of the examination. The McNair Program can only offer financial support for the preparatory course and examination **once** to each Scholar.

Copies of GRE scores must be provided to the McNair Program before the start of the Fall semester.

Graduate School Visits

The McNair Program will provide funding that will allow Scholars to attend graduate school fairs to speak with representatives from multiple institutions concerning degree programs, admissions, financial aid, out-of-state tuition waivers, and faculty interests. These opportunities are usually provided through the attendance of a National McNair Scholars Conference. Group trips to Wayne State University and local institutions are also available.

Travel Funding

Travel funding is available for you on a competitive basis. Travel funds are available for:

- Visiting Research Extensive & Research Intensive Institutions that Scholars are interested in attending and planning on applying to. Scholars must submit a detailed itinerary including meetings with departmental and admissions faculty,
- Attending professional conferences to present completed research. These conferences can be in the Scholar's specific discipline, or may include a McNair Scholars conference.

Graduate School Application Fee Waivers and the McNair Scholars Directory

Many graduate programs offer fee waivers to McNair Scholars during the application process. The National McNair Graduate Fee Waiver List identifies the schools that offer such waivers:

<http://rochester.edu/college/kearnscenter/McNairgradfeewaivers.html>

McNair Scholars are included in the national McNair Scholars Directory, which is used by many graduate programs for recruitment purposes:

http://www.coenet.us/ecm/AM/Template.cfm?Section=McNair_Scholars_Directory

Scholars should also take advantage of the National Graduate Fellowships List: **www.rochester.edu/college/.../mcnairgradfellowships.html**

The EMU McNair Program will continue to document the academic progress of Scholars for ten years after graduation, and will offer support services to Scholars whenever possible.

X. APPENDICES

1. Students with Disabilities

Applicable Laws for Americans with Disabilities

1973 Vocational Rehabilitation Act, Section 504

Colleges and universities nationwide have been protecting the rights of students with disabilities since the 1973 Vocational Rehabilitation Act, specifically Section 504, which states:

No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Americans with Disabilities Act (ADA): Unlike Section 504 of the Rehabilitation Act, the ADA applies to employers, public services, public accommodations, communication providers and transportation providers regardless of whether they receive or benefit from federal funding.

The ADA defines a person with a disability to mean a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

The ADA provides coverage in five different areas:

1. Employment
2. Public services/transportation
3. Public accommodations/transportation
4. Telecommunications
5. Miscellaneous

If you believe you meet the above characteristics, please contact EMU's Students with Disabilities Office and provide the McNair Program with documentation:

<http://www.emich.edu/disabilities/>

2. Counseling Services

You have access to psychological counseling where you can find professional help if you are experiencing personal difficulties beyond the expertise of the Faculty Mentor and McNair Staff. The EMU University Health Service Staff consists of professionally trained counseling psychologists.

— University Health Services (Counseling) —
<http://www.emich.edu/uhs/counseling.html>
— COE Counseling Clinic, in Suite 135, Porter Building. Telephone: (734) 487-4410,
<http://www.emich.edu/coe/clinics/counseling>

3. McNair Admissions Criteria

Federal Regulations Governing McNair Application Qualifications

Admission guidelines, determined by the United States Department of Education, can be viewed at: (<http://www.ed.gov/programs/triomecnair/legislation.html>).

A student of any ethnicity who is both a first generation college student (neither parent has received a college degree – they can have received an associate’s degree and/or some college and the student will still be considered first generation) **AND** considered low income according to federal guidelines (see federal income guidelines at:

(<http://www.ed.gov/about/offices/list/ope/trio/incomelevels.html>) , **OR**

a member of an underrepresented group (African American, Hispanic, Native American, Alaskan Native, Native American Pacific Islander).

In addition, the student must:

- Commit to attaining a doctoral degree.
- U.S. citizen or Permanent Resident.
- Be currently enrolled at EMU.
- Maintain a minimum cumulative GPA of 2.85.
- Have completed at least 25 credits completed at time of acceptance.
- graduate from EMU with a bachelor’s degree.

4. Web Resources

National McNair Websites

McNair Scholars Directory:

http://www.coenet.us/ecm/AM/Template.cfm?Section=McNair_Scholars_Directory

Graduate School Application Fee Waivers:

<http://rochester.edu/college/kearnscenter/McNairgradfeewaivers.html>

National Graduate Fellowships List:

www.rochester.edu/college/.../mcnairgradfellowships.html

Research Internship Websites

NSF REU (Research Experience for Undergraduates):

http://www.nsf.gov/home/crssprgm/reu/reu_serch.cfm

Committee on Institution Cooperation Program (CIC):

<http://www.cic.uiuc.edu/programs/SROP/>

Leadership Alliance: <http://theleadershipalliance.org/>

Resource Guide for Summer Opportunities for Minority Undergraduate Students

<http://www.doorsofopportunity.org/>

Graduate School Websites

Council of Graduate Schools (CGS): <http://www.cgsnet.org>

Directory of Graduate School Programs: <http://www.gradschools.com>

Peterson's Guide: <http://www.petersons.com/graduate/>

Guide to Graduate School, GRE Prep, Rankings and Newsgroup:

<http://www.number2.com>

Educational Testing Services (ETS) – practice GRE tests and diagnostic GRE:

<http://www.ets.org>

Application Essay Help: <http://www.accepted.com/grad/>

Project 1000 – graduate school application fee waivers for underrepresented minority students:

<http://mati.eas.asu.edu:8421/p1000/index.html>

Financial Aid

Finaid! The Smart Student Guide to Financial Aid: <http://www.finaid.org/>

College Goal Sunday: <http://www.collegegoalsundayusa.org/>

FastWeb!: <http://www.fastweb.com/>

Students.gov: <http://www.students.gov/>

GoCollege: The Collegiate Websource: <http://www.gocollege.com>

Scholarships.com: <http://www.scholarships.com/>

The Scholarship Page: <http://www.scholarship-page.com/>

Princeton Review: <http://www.princetonreview.com/college/finance/>

College Scholarships Connection: <http://www.collegescholarships.com/>