



MCNAIR GRADUATE OPPORTUNITY PROGRAM

HANDBOOK

2011-12

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Program Description

Because the United States has asserted a commitment to providing educational opportunity for all Americans regardless of race, ethnic background or economic circumstance, the US Congress established a series of programs to help low-income Americans enter college, graduate and move on to participate more fully in the nation's economic and social life. These Programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRIO Programs (initially just three programs). While student financial aid programs help students overcome financial barriers to higher education, TRIO programs help students overcome class, social and cultural barriers to higher education.

The Ronald E. McNair Post-Baccalaureate Achievement Program is designed to encourage undergraduate students from economically challenged and racially diverse backgrounds to consider careers in college teaching as well as to prepare for doctoral study. The program was named in honor of the astronaut who died in the 1986 space-shuttle explosion. Currently there are 196 programs, serving 5,940 students. The McNair Graduate Opportunity Program at the University of New Hampshire (UNH) has been in existence since 1991 and serves 32 fellows per year.

McNair Program Philosophy

Challenge and support are the fundamental ingredients in the McNair Graduate Opportunity Program's educational philosophy. A student is most likely to grow academically and personally when he/she is both highly challenged and highly supported. The program structure attempts to foster high challenge and high support and thus facilitate skill development and motivation through academic research and mentoring. Because the research experience and strong relationships with faculty are critical to preparation for doctoral study, participants will have the opportunity to work with highly skilled faculty who are among the world's most distinguished scientists, researchers, poets, historians, economists, and analysts. The program employs a tiered system that, although not fixed, represents the process through which students in the UNH McNair Program are expected to progress in preparation for doctoral study. The stages in this system are as follows:

Exploratory Stage: Beginning in the first academic year of admission to the program (the fall semester at UNH) students will be required to participate in a New Student Orientation, consisting of one day of seminars and workshops. Specific needs will be identified for each participant and noted in the Educational Action Plan (EAP).

Preliminary Research Stage: In the second semester participants will enroll in the spring Research Inquiry Seminar (INCO 610) offered by the program on the UNH campus. The seminar will include topics related to research and the writing of a research proposal. Each student will be linked to a faculty mentor for the formulation of a research proposal, which will include a comprehensive literature review and conceptual framework development. [For UNH participants applying for research funding, projects must be at least two semesters in duration. For Non-UNH students, the research takes place during the 8-week summer session only.]

Research Execution Stage: If funded, students will execute their research and will continue to work with their designated faculty mentor in either an independent study program or senior thesis capacity (beginning either in the summer or the fall semester following the proposal development). A mentor approved final paper/article will be required. [Those applying to conduct research in the summer may be provided a small room and board allowance if necessary.] At this stage, other scholarly activities will include the Introduction to College Teaching course, the Lunch Seminar Series, and participation in an academic conference or symposium to disseminate research results. In addition, during the summer the following seminars will be offered: GRE Preparation and Graduate School Preparation. UNH students are required to present their research at UNH's Undergraduate Research Conference (URC) during the following spring semester. Your presentation either oral, powerpoint, or poster MUST be approved by your faculty mentor in advance.

Research Internship Stage: In the second summer, students will be strongly encouraged to participate in research internship opportunities available through local and regional organizations. These internships exist within the campus community, governmental agencies, and private organizations. Internship

experiences will be linked to students' academic disciplines and interests. At this stage, other scholarly activities will involve group/independent visits to graduate schools.

Final Preparation Stage: In the final academic year participants will be engaged in the graduate school and financial aid application processes. Other scholarly activities will include continued attendance at professional conferences to present research conclusions and visits to graduate schools.

The mark for determining high quality research will be: 1) the assessment and funding of the research proposal by a panel of reviewers of the McNair Advisory Committee. 2) Each participant's final research project paper/article will be evaluated and approved by the faculty mentor. Also, 3) participants will be required to present their research at a local, regional or national conference. Together, these assessments and activities will serve as efforts to triangulate the mark of high quality research.

Description of Activities

Academic Standard –

One of McNair's goals is to prepare students for graduate school through involvement in research and other scholarly activities. Once a student is at the graduate level s/he is required to earn a B or better in all graduate coursework. Therefore, as McNair students prepare for graduate school, they will be held to the same standards as graduate students by obtaining a B or better in any McNair course taken. Thus meaning a student enrolled in a Cr/F or graded course offered by the McNair Scholars Program will need to earn a B or better in order to receive credit (Cr) for their work. This includes all courses listed.

Community Meetings –

During the summer, community meetings occur weekly and are facilitated by the peer advisor(s). The purpose of the meetings is to provide a safe forum for the expression of interpersonal and personal concerns related to the program. The meetings also offer the opportunity to support participants, give feedback and assist in problem-solving. Community meetings provide an opportunity for students to examine, process, and learn from the McNair experience. All summer participants are required to attend.

Counseling –

All participants will have regular monthly advising appointments with the program advisor (seniors will meet bi-weekly) during the academic year. During the summer, each participant will have regular weekly advising appointments with the program advisor or the program director. The purpose of these sessions is to check in with students regarding their Educational Action Plan (EAP) goals, provide direction toward stated long-term objectives, assist in their development of better study habits, and to aid in the exploration of graduate schools and financial aid. Students may also use these sessions for personal support.

Courses and Seminars/Credit --

During the first academic year (the exploratory and preliminary research stages), participants will attend seminars designed to orient them to the idea of a comprehensive research project, generate elementary thoughts around a research project, and be introduced to concepts relative to doctoral study. Through these seminars the program aims to demystify the notions of graduate school and academic research, and to generate within participants the potential to see themselves in the role of academic researcher.

In the summer, students have the option to take one, or all, of the following: *Introduction to College Teaching*, *Graduate Preparation Seminar* and the *Graduate Record Exam (GRE) Preparation Seminar*, which are 7-8 week seminars, offered in addition to the lunch seminar series. These workshops and seminars are credit based (credit/fail) and are outlined as follows:

Research Inquiry Seminar: This seminar (INCO 610) will introduce students to key concepts related to the conduct of research, with particular focus on research design and procedures that can be applied generally in most research settings. This course will present students with studio space to present

their ideas for a research project and to construct those ideas into a grant proposal. Students will confront the ethical dilemmas inherent in their proposals and will have the opportunity to review and critique their work as they clarify their understanding of research and appropriate research methods. This seminar is offered during the spring semester of the academic year. Cr/F. 2 cr.

McNair Research Experience: During both the summer and the academic year, a series of lunch seminars (INCO 710/720) will be conducted in the style of an independent study course, allowing students to work one-on-one with a faculty scholar to execute the research project. Students will present the progress of their research projects in a friendly environment and receive feedback from peers. Also, students will be engaged in identifying strengths, discovering their passions, and discerning the joys and frustrations of research. The following are some of the topics included in the series: need for graduate education; balancing school and life; exploring interests and abilities; the function of academic role models; and the role of the multicultural scholar. Research courses are offered both during the summer and the academic year. Letter Grade. 2-4 cr.

Introduction to College Teaching: This course (INCO 410) is designed to demystify the faculty role. In addition, to generate enthusiasm and present an accurate view of the research faculty. The specific functions (teaching, service and scholarship), and the institutional evaluation of them will be presented. The challenges and opportunities associated with a faculty position will be discussed. Other topics will include cross-cultural communications and the role of the multicultural scholar. This course will also introduce participants to the idea of dialogue within a research community and will provide the opportunity for students to develop the skills necessary to serve as peer critics of each other's work. This course is offered during the summer. Cr/F. 2 cr.

Graduate Preparation Seminar: This seminar (INCO 400) will explore issues related to graduate school preparation. Topics will include: finding the right graduate school, graduate school culture, graduate record exam, curriculum vitae development, library research skills, financing graduate school, researching graduate programs, institutional review boards, and presenting your research. The seminar will also provide technical assistance with graduate school and fellowship applications. This seminar is offered during the summer. Cr/F. 1 cr.

Courses and Seminars/Non-Credit --

New Student Orientation: This one day seminar will assist newly inducted scholars in understanding the requirements of participation. Students will learn about the life of Dr. Ronald McNair as the starting point from which to understand program expectations and begin to set research and graduate school goals. Topics include: exploring elementary concepts of research; expectations of the research process, assessing critical thinking skills; and developing argumentation skills. This orientation is offered in the fall semester of the academic year. No credit.

Graduate Record Exam Preparation Seminar: Because Standardized testing has long been the gate keeper of the academy to the benefit of the middle-class majority, and because students of color and students from economically challenged backgrounds are typically deprived of the cultural accoutrements adequate to independent success on such tests, the McNair Program makes available this seminar to prepare students for the GRE. The aim of the seminar is to provide McNair scholars with a general orientation to the questions typical of the exam. Students will learn practical skills and will chart their performance on a series of practice exams. This seminar is offered during the summer. No credit.

Cultural Events –

In order to expose students to the broader constructs that frame our societal environment, as well as enhance their worldview and facilitate the acquisition of a global perspective, the McNair Program will provide access to cultural events for participants to attend. These events will include the fine arts, activities of ethnic diversity, and community/geographical events unfamiliar to McNair participants. During the academic year, participation in at least one (1) cultural event is required of all McNair students. During the summer component, all cultural events on the summer calendar are required.

Lunch Presentation Seminars –

As part of the research execution courses, McNair fellows will take turns sharing their research activities and progress to other members of the McNair community. This practice will allow students to sharpen their public presentation skills, display their accumulated topical knowledge, and both stimulate and simulate the generative curiosity that fuels the academic community. This forum will be attended by all McNair students actively doing research, faculty and staff, and may be opened to the broader campus community to view and interact with McNair scholars. All McNair students actively doing research must present their findings at the Undergraduate Research Conference (URC) at UNH. These sessions are required for research fellows. Students who are not currently engaged in a research project must attend at least one lunch presentation seminar per semester during the academic year.

Mentoring –

Faculty Mentor-

The program will take a multidimensional approach to mentoring. Students will be mentored in the professional sense by faculty researchers and in the lay sense by graduate students. The student is expected to approach a faculty member in their field to inquire about the professor's interest in working as a mentor for the student and investigating a research topic. Students may choose to create their own research project with the guidance of a faculty mentor or work alongside a faculty member on their current research. Faculty researchers serve as subject matter experts and provide direct guidance to students in the execution of research. Due to time restraints of the 8-week summer program, the research project of the visiting scholar should follow the latter (thus working on the faculty mentor's current research project).

Graduate School Research Peer Advisors-

In addition to faculty mentors, graduate school research peer advisors will be employed during the summer. In conjunction with faculty, research peer advisors will aid students in their understanding of issues related to research and will serve as role models for participants. Because the McNair program makes every effort to hire former McNair participants into this role, peer advisors become concrete examples of the next step participants will need to climb.

Recreational/Social Events –

To foster *esprit de corp* and build camaraderie among participants, social events will be sponsored. Because the McNair staff recognizes that sustained engagement in research can become a mood-altering endeavor, social activities will be organized as stress release, to promote good mental health, and facilitate strong social bonds between students. Because funding for such events is limited and because these activities are a privilege, participation will be conditioned on overall satisfactory performance.

Senior Retreat –

A weekend fall retreat will be held for graduating seniors to strategically prepare for the submission of their graduate school applications. The retreat will provide an environment whereby participants can escape all other distractions to focus on managing the details of the graduate school application and financial aid processes. The retreat provides participants with immediate access to an array of graduate students, faculty members and McNair staff to answer questions at the time of need. Typically, the event occurs over the last weekend in September. Topical workshops include: identifying the right fit in graduate programs, graduate admissions; writing the personal statement; connecting with faculty; keeping the GRE in perspective; getting funded; and completing the application.

Services and Guidelines

Computer Lab –

Fellows will have access to the general UNH computing clusters in the Dimond Library and at McConnell Hall 104 (Windows/Mac). Please check the 24-hour recording at extension 2-0058 or <http://clusters.unh.edu> for hours and information. During the summer, the McConnell Hall 104 student-computing cluster is expected to be open 24 hours per day, seven days per week, all summer long.

In addition, the three-station McNair computer lab is available to scholars all year long, Mondays through Fridays, 8:00 am to 4:30 pm (except during vacations and holidays). These student computers can be signed onto with your UNH username and password. The following rules apply to the use of the McNair computer lab:

- 1) Student computers are to be used only for research or academic purposes (including graduate school information and fellowship searches). Use of computers for personal reasons should be done at computing labs on campus or with a personal computer.
- 2) Downloading software, especially instant messaging software or games, is strictly prohibited.
- 3) Any problems or malfunctions with computers, printers, or software should be reported to the McNair staff immediately.
- 4) Drinks and food are not allowed on the computer table.
- 5) Limit printing to vital documents. If there is a large print job, see the McNair staff to have the document printed double-sided on a staff printer.
- 6) Be sure to save copies of your work on disk. All non-essential documents are purged from computers at the end of the summer session or academic semester.
- 7) Please keep noise to a minimum - playing music is fine as long as it's not loud (i.e., cannot be heard beyond the student computing room).

Conferences –

The program's goal in funding students' attendance at regional, state, and/or national conferences is to provide each participant with the opportunity for professional development. The program seeks to expose students to original scholarship and to allow them to interact with academicians in a different type of educational setting. [Available in the McNair office is a binder of information on McNair research and related conferences.] Priority considerations will be made on the justification offered as to how conference attendance relates to the student's academic goals and professional development. When funds are limited, preference for conference attendance will be given to those students who will present their research. In order to receive funding from the McNair program for conference attendance, a letter request must be submitted by the appropriate deadline. Conference request deadlines are as follows:

- September 15 for conference travel between October 1 and January 31.
- December 15 for conference travel between February 1 and May 31.
- May 1 for conference travel between June 1 and September 30.

Notifications will be made within two weeks of the deadline. The conference request letter must include the conference title, conference type (e.g. engineering, McNair, psychology), sponsoring organization, dates, location, justification for attending, notation regarding intent to present research, and a detailed cost analysis. Presentation information should address the topic title, type of presentation (poster/oral), brief description of the information to be presented, and a list of any technical/visual aids needed. Scholars should check with the McNair office to clarify who will make the arrangements. All receipts are due in the McNair office within seven days after the conference.

Copy Cards –

If copies of materials such as journal articles are needed for research purposes, a copy card should be requested in the research proposal budget. The proposal budget should state the specific dollar amount necessary on the card. Arrangements for copy cards are made by the McNair program assistant.

Counseling Center –

The UNH Counseling Center is available for mental health related issues that may be ongoing or that may arise suddenly. The Counseling Center is open for clinical services during regular operating hours 8:00 am – 12:00 pm and 1:00-5:00 pm Mondays through Fridays. Summer hours vary so call ahead. For appointments please call extension 2-2090 or stop by Schofield House.

Dining –

A summer meal card will be provided to scholars in residence. Meals will be served at Holloway Commons during the week. On weekends, meals are provided through the use of Cat’s Cache cards. Visit the Cat’s Cache website at <http://www.unh.edu/dining/payment/cats-cache.html>, to learn more about the card. Cat’s Cache is accepted at the following locations:

- The Bagelry
- Bindy’s Boutique
- Breaking New Grounds Coffee and Tea
- Circle K (Durham)
- Cold Stone Creamery
- D’Angelo (Stratham and Portsmouth)
- Domino’s Pizza
- Durham Book Exchange
- Durham Convenience
- Durham House of Pizza
- Durham Marketplace
- Franz’s Food
- Hayden Sports
- Holloway Commons
- IHOP (Newington)
- JP’s Eatery
- MUB – Union Court
- New Age Traders
- The Out Back
- Panzanella’s (Newmarket)
- Pauly’s Pockets
- Perfect Tan
- Philbrook Hall
- Red Carpet Flower and Gifts
- Sheraton Hotel & Resorts (Portsmouth)
- Stat’s Place
- Stillings Marketplace/Dining Hall
- Store 24
- T & D Concessions
- Town & Campus
- UNH Dairy Bar
- Uno’s (Dover)
- Wendy’s (Lee Circle)
- Wildcat Fitness
- Wildcat Pizza
- Wings Your Way

Equipment Loan –

As a service to program participants, the McNair Program will make available to students the opportunity to lend books, laptop computers and other equipment and resources on a short term basis. Borrowed items are to be returned within seven days and shall be brought to the McNair office promptly when recalled. All books must be checked out using the Book Log in the computer lab/resource room. All other equipment must be signed-out with an Equipment Loan Agreement form obtained from the McNair program assistant. The student will consider and abide by the following terms when borrowing books and/or other equipment:

1. *Responsibility* – accept and take full responsibility for the resource(s) that has been entrusted. Any loss, theft, or damage to the equipment will be disclosed with repayment or replacement made to the McNair program or the University of New Hampshire (UNH) for the real value (depreciated) of the item.
2. *Use* – agree to use the item in a safe and proper manner. Laptop (or other technology equipment) will be utilized in accordance with the *Acceptable Use Policy for Information Technology* at UNH (see <http://www.unh.edu/cis/aup.html>). Loading additional software and/or games onto technological equipment is strictly prohibited. Borrowing privileges may be revoked at any time by the McNair program if use of the equipment does not comply with stated policies. Remove personal files from the laptop prior to returning it to the McNair office. Remove any dial-up account information or other protocols which may have been temporarily

- placed on the computer; should there be a failure to remove such items, the McNair program or UNH will not be held accountable if those protocols or accounts are utilized by others.
3. *Maintenance, Repairs, and Upgrades* – agree not to install or download any software, programs, or utilities without the expressed consent of the McNair program, or to permit or contract with any person to maintain, repair, or upgrade equipment while on loan.
 4. *Loss or Theft* – agree to inform the McNair program immediately should equipment be lost or stolen. In cases of theft, contact the local police and obtain an official written report to provide to the McNair program.
 5. *Return* – agree to return the resource(s) in the same condition in which it/they was/were received with all applicable component parts.
 6. *Hold on Academic Records* – realize that if the equipment that was borrowed is not returned by the due date, or if the equipment is returned damaged or destroyed, a hold will be placed on academic records. This hold will remain on record until the equipment is returned or the replacement value of the equipment has been paid to the McNair program. It is further understood that future access to technology equipment will be restricted or denied.
 7. *Indemnification* – agree to indemnify and hold harmless the McNair program and UNH for any personal loss or damage to data or computer files which may arise by using technology equipment. Understand that the equipment and installed software are being provided “as is” and that McNair and UNH make no guarantees regarding system stability and software functionality.

Fee Waivers –

Graduate record exam fee-reduction waivers and graduate school application fee waivers are provided through the McNair office staff. The following guidelines are to be followed:

GRE: There is no reason that McNair scholars should pay the full cost to take the GRE. There are two ways to obtain a fee reduction waiver. First, contact your home institution’s financial aid office to see if you are eligible for an income-based waiver from Educational Testing Service. If you are eligible, the financial aid office will provide you the waiver. Second, contact the McNair program advisor for a fee-reduction waiver. Educational Testing Service provides ten (10) fee reduction waivers per year to the McNair Program. Seniors have first priority in obtaining a fee-reduction waiver.

Graduate School Applications: On the UNH McNair program web site (<http://www.unh.edu/mcnair>) there is a list of graduate schools that waive the application fees for McNair Fellows. The following are steps that should be taken to obtain an application fee waiver:

- 1) Check out this web page to see if the institution to which you are applying is listed.
- 2) If the institution to which you are applying is not on the list, contact the school to inquire about what you will need to do in order to obtain a waiver.
- 3) In either case, it is likely that you will need a letter to document your participation and serve as a request for waiver of the application fee. The McNair program director can provide such a letter. Be sure to petition the director for such a waiver at least three weeks before you need it. And, be certain to include the contact name, institution and physical address (email or fax number) to which the letter should be made. Schools vary on whether they want this letter mailed, faxed or emailed so please gather accurate information. If the school requires an electronic request, please find out exactly how it is to be submitted (i.e., via email or via upload) and provide the director with the pertinent information.

UNH Transcripts: UNH does not charge for official transcripts, unless they are needed on a “rush” basis. Contact the UNH registrar’s office for official transcript requests. Please note that if you have a hold on your UNH account due to any unpaid fines for parking or non-returned library materials, you will need to resolve the hold before transcript requests can be processed.

Fellowships/Scholarships –

All participants will attend workshops related to securing adequate financial aid. In advising sessions with the advisor, students will develop an action plan related to securing the necessary aid for completion

of their undergraduate education and pursuit of graduate study. If McNair participants are admitted to UNH graduate programs some priority consideration will be given for graduate assistantships where funds are controlled by the UNH graduate school. Further, an annual \$1,500 UNH McNair fellowship will be provided to one scholar (irrespective of what graduate school is attended). Students will be required to submit an application for consideration, which shall include a financial aid package for the graduate school in which the student plans to enroll and a statement of no more than 500 words clearly articulating the financial need beyond the award. The total cost of attendance should also be included in the application.

DONOVAN TRIO SCHOLARSHIP

The Donovan family has made a generous contribution to the TRIO Programs at the University of New Hampshire. The focus is on the retention of students who, because of financial hardship, are experiencing difficulty staying in school. It is expected that such students face substantial hurdles in an effort to fund their education and maintain their grades due to personal and family financial challenges. This scholarship is intended to provide monetary relief. This scholarship is up to \$2,500.

Graduate School Visits –

Where possible, the program will support a student who is unable to attend a graduate school visit/tour due to lack of financial resources, as the experience of an institutional atmosphere is an important part of the decision to attend. Priority consideration for graduate school visits will be given to those seniors who have an appointment for an interview at the time of request and demonstrate financial need. Students who want such assistance should explore the cost factors (transportation, hotel, meals, etc) and itemize these in a letter request to the McNair director, which should also note the specifics of the appointments scheduled and explain the circumstances of financial need.

Requests must be submitted a minimum of three weeks in advance for students needing air travel and two weeks in advance for other transportation (car, bus, train).

Health Services –

For aggravated health and first aid issues, the UNH Health Services is available. Because students are enrolled in UNH summer courses through McNair, participants are eligible to be treated. Hours of operation during the summer are Mondays through Fridays, 8:00 am to 1:00 pm. For appointments please call extension 2-1530. In cases of emergencies dial 911.

Identification Cards –

Identification (ID) cards are issued to all visiting scholars at the beginning of the summer in the form of a *special student activity/library card*. Together with the building access card, these will serve as campus identification for the summer. ID cards are required to access various services, including the check out of materials from the libraries, and to utilize the Cat's Cache services on weekends. ID cards are extremely important and should be safeguarded at all times. To replace a lost or stolen card, students will need to pay a \$25 fee.

Insurance/Accidents –

The McNair program has taken out an accidental insurance coverage that is in effect during the term of the summer session. This covers any medical needs that occurs while participating in program events and is a secondary policy. This means that any health insurance coverage that you already have is your primary policy. Any claim made is for reimbursement only, which means you must first pay the bill and be reimbursed.

Key Cards –

Upon arrival for the summer session, room key cards (and/or keys) will be issued by the research peer advisor. Key cards should be secured at all times and returned to the research peer advisor at checkout at the end of the summer. A fee of \$10 will be assessed for lost key cards and \$55 for lost keys.

Library Privileges –

Students will have access to the library holdings and services during the research component. During the summer, the temporary *special student activity/library card* allows McNair Fellows to checkout materials from the university libraries. Students are required to return all library materials prior to departure at the end of the summer. Failure to do so may have negative consequences for the McNair community and will prevent your summer credits from being transferred to your home institution. For summer hours of operations visit <http://www.library.unh.edu> or contact the main (Dimond) library at extension 2-1544.

Mail Services –

Participants may have mail sent to and received by the university's mail services. Personal mail must be sent to Granite Square Station (GSS) in the Memorial Union Building (MUB). Each student will be assigned a mailbox number upon arrival. Please do not list "McNair Program" in your address, or your personal mail will be diverted to the office. Incoming personal mail should be addressed as follows:

Student's Name
MUB/GSS Box #---- (number provided upon arrival)
University of New Hampshire
Durham, NH 03824

Parking –

Parking permits are the student's responsibility and can be obtained from parking services. The parking office will designate the lots in which students will be allowed to park. Cost of permits can be obtained from parking services by contacting extension 2-1010 or www.unh.edu/transportation/parking/index.htm.

Phone Use –

Dorms are equipped with a telephone line at an additional cost during the summer months. Students can contact student housing if they wish to have a land line activated. This will not be provided by the McNair Program. Therefore it is suggested that students bring their own cell phone.

The phone in the McNair office may be used for making calls related to research, graduate school exploration, and other McNair and academic-related issues. This phone is not to be used for personal calls. A security code is provided for long-distance calls - this code must be kept confidential and used only for calls made from the phone in the McNair office.

If a student needs to make numerous calls for her/his research project, arrangements should be made to obtain a calling card so that the student can use his/her personal phone. The amount of this phone card will need to be represented in the student's research budget.

Recreational Center –

Summer access to recreational facilities at the Whittemore Center will be made available for non-UNH students. The cost will be 50% of the summer rate. Full time, matriculating UNH students have already paid the fee for use of the facilities. A list of McNair scholars in summer residence will be provided to the center where interested Fellows may sign up to use the facilities. Also, recreational/social activities will be made available by the program on a biweekly basis during the summer for participants who are meeting the terms of their agreement.

Safety/Security –

Safety and security should be taken seriously. Participants are asked to adhere to safe practices such as keeping dorm rooms and valuables locked and secured at all times. Further, Fellows are expected to familiarize themselves with UNH safety and security protocols (e.g. blue light system, 911, etc.). For more information on how to protect oneself against potentially dangerous encounters, visit the University Police Department website at <http://www.unh.edu/upd>.

Stipends –

For successful completion of program expectations, Fellows engaged in the research process will be provided with a stipend as reward for research hours logged and work effort. Stipends function to mitigate opportunity costs associated with the option to participate in a summer academic enrichment program. The summer stipend allowance will be established in the Summer Fellows Agreement and will be distributed weekly (during the summer program) in equal installments. The amount of the Academic Year stipend will be specified in the Academic Year Scholars Contract and will be disbursed in equal payments monthly (at the lunch presentations) of the fall and spring semesters. Deductions to or elimination of stipends may result due to violation of the Fellows Agreement or Scholars Contract. Remember, your stipend is directly tied to your research hours/logs. If your logs are late or you have missed logs, your stipend (or a portion of it) will be forfeited.

Telecommunications –

During the summer, access to on- Ethernet and email services will be provided. Students will need to activate a UNH email account at the CIS Walk-in Help desk in the MUB. Use of these devices will be the primary ways in which the McNair staff will be communicating with Fellows. Students are responsible to check email on a daily basis.

Academic Research**Proposal Abstract –**

By the deadlines noted on the calendar, a one-page proposal abstract is due in the McNair office. In the top, right hand corner of the abstract should be the student's name with the name of the mentor on the next line in the same position. On the following line, in the center of the page, should be the title of the paper/project. All names are to be exactly as they should appear on the program website. List the mentor's name and title exactly as he/she wishes it to be listed. The abstract should be limited to 300 words. It must be single spaced, using standard 10 or 12-point font. Please visit the McNair website for examples, at www.unh.edu/mcnair/fellows/index.html. The final copy of the abstract must be approved and submitted by the mentor to the McNair director via email.

Research Proposal –

Fellows are expected to follow the research proposal guidelines indicated below in addition to any field or discipline specific standards. All drafts of the proposal are due in the McNair office by the dates and times specified on the calendar. The proposal must be type written (standard 12 point Times font) and six to twelve pages in length (excluding cover page, budget, timeline, and work cited). The mentor must submit a letter in support of the research proposal and the student's ability to carry out the rigorous project. The proposal must be submitted to the McNair director via email. The following categories should be included in the project proposal:

1. *Introduction* – what is the problem, question, theme or issue to be addressed? What definitions will apply? Also, address the justification/significance, meaning explain why the research is needed and what are the broader implications of the study (social, practical, cultural, intellectual, etc.).
2. *Literature Review* – provide some history and background. What is the historical or theoretical context? What has or has not been done concerning the research topic? Conduct an extensive review of the literature. Weave the review of literature through a conceptual framework.
3. *Methods/Methodology* – what approaches, procedures, theories or lines of thinking will be used to gather the data or address the subjects? Why will the identified approaches, procedures or philosophical perspectives be used? How will the data be treated? What procedures will be applied or utilized in the analysis of the data? Why will such procedures be utilized?
4. *Resources and Budget* – what will be needed to conduct this study (e.g. labs, equipment, computer services, library holdings)? Are off-campus resources required? If so, what are they? What is the

plan to access them? Itemize all expenses directly related to the research project (see Research Supplies).

5. *Timeline* – outline the schedule of the project, identifying the expected start and completion times as well as showing time allotted to each major portion.
6. *Works Cited* – list all primary and secondary sources in the appropriate field/discipline format.

Research Supplies –

Research supplies include books, travel relevant to the project and research related equipment or tools. As part of the budget process, research expenses should be delineated and submitted with the research proposal. When itemizing expenses, list: cost per unit, number needed, total cost of each line item, and the item's significance to your project. Each student may request up to a maximum of \$500 for research related expenses. Shipping and handling costs should be factored into all budget requests where applicable. The research budget may include the following categories: general supplies, travel, equipment, and other expenses.

General Supplies: Includes books, computer software, paper products, lab supplies, chemicals, laboratory animals, as well as other expendable items. When constructing a supplies list, talk with faculty mentors and advisors, look through catalogs and shop around. The McNair program assistant will procure general supplies and equipment and ship them via postal carrier. Thus, shipping and handling charges must be factored into the budget. When requesting books, you should include the ISBN, as well as the full title and name of the author(s), as well as the contact information for the supplier where the item(s) may be purchased.

Travel: Includes any travel taken (with or without your mentor) specifically for the execution of your research. Exception - travel may not include commuting from your residence to campus. Each anticipated trip should be itemized in the budget with an explanation as to its relevance to the research project. Auto travel should be computed by multiplying \$0.50 to the total number of miles in the trip. In order to be reimbursed for travel, Fellows must maintain and submit a detailed log showing dates, destinations, purposes of travel, as well as tolls and parking charges (receipts for tolls and parking required). Note – the McNair program cannot provide international travel.

Equipment: In rare cases, the McNair program will assist in the acquisition of non-expendable equipment to support a Fellow's research project, and as such does not make a common practice of so doing. A defensible and critical need must be demonstrated with identified program equipment use beyond the scope of the research. All equipment is the property of the McNair program at the University of New Hampshire and must be returned upon the completion of the research project

Other Expenses: Includes costs that do not easily fit into any of the other categories. Such research related costs might include phone calls, photocopies, postage and payments for services rendered. These should clearly be related to the research project and explained in the resources and budget.

Detailed receipts of all cost items are required for appropriate reimbursement.

Participants should be cognizant of a fundamental fiscal philosophy of the McNair program: expenditures without receipts do not exist. McNair Fellows should also insure that in cases where a receipt shows the name of a patron, that the name visible on the receipt is the same as the McNair scholar requesting reimbursement.

Program Expectations

Staff Expectations –

Each staff member was selected, because of personal and professional life experiences, to perform a critically important function in helping college students prepare for graduate study. During this intense and multi-faceted program, staff is called upon for many different tasks. They are asked to be flexible, cooperative, and creative. They need to keep their sense of humor and maintain their ability to share the best in themselves. McNair participants look to staff members to help clarify important life questions, to

assist in making choices, and for support through difficult times. Staff members can look to each other for these same things.

Further, the McNair staff will provide a summer session in which the effort will be made to motivate and prepare each student for an appropriate graduate school education through: academic research; mentoring; the development of a supportive, self-governing, and diverse community; the promotion of an understanding of self and others, of human nature, and of interpersonal relations through community living; and a variety of recreational and cultural experiences. Finally, the staff agrees to administer the program according to the terms and consequences of the Fellow's Agreement and Scholar's Contract, established for the welfare and safety of the individual and for the harmonious functioning of the McNair community.

Respect Virtue –

The value of respect ensures the physical and emotional safety of all McNair participants. All students and staff agree to treat one another and themselves with respect, honoring the value of each individual. In this notion the issues of physical and verbal abuse are unacceptable. This virtue shall provide a tangible reference point for students and staff to question behaviors, however obvious or subtle, which infringe on an individual's self-esteem. This ideal includes and is not limited to academic respect, honesty and integrity. Each year, as the McNair community promotes the Respect Virtue, an atmosphere of support and personal safety will emerge so that Fellows feel comfortable taking risks, and experience success. All program participants are encouraged to inform others if they perceive that the Respect Virtue has been violated.

Student Conduct –

Contractual Obligations:

1) Summer Fellows Agreement

Specific Commitments –

- Attend residence hall check-in on opening day and participate in opening events
- Attend program orientation, IRB info meeting, and photo shoot
- Attend Campus Representatives meeting and Dimond Library tour
- Attend the Browne Center activity
- Participate in needs assessment/educational action plan conferences during weeks 1 & 2
- Engage in research activities under the direction of a faculty/mentor, completing all assignments in a timely manner (40 hours per week minimum)
- Attend all designated program workshops, classes, events and meetings, arriving on time and prepared (see program calendar for dates and times). Any and all assignments must be completed by the deadlines set by the instructor(s)
- Complete and turn in weekly research logs
- Schedule and attend weekly meetings with McNair advisor
- Present research results at a conference or symposium
- Participate in Summer Exit Debriefings
- Draft and submit a research article of publishable quality

General Expectations –

- Contact the McNair office and the instructor or event coordinator immediately if unable to attend any class/seminar or function
- Check e-mail, voicemail, and mailbox daily for McNair correspondence
- Notify McNair program staff of any and all potential schedule conflicts, including, but not limited to, class time conflicts, other travel, or personal emergency
- Submit all logs and other writing assignments to the McNair office by the schedule deadlines with appropriate signatures and approvals
- Complete any and all forms, evaluations, and other necessary program materials neatly and in entirety, submitting these items on or before the specified deadlines

Consequential Issues –

It is understood that the following behaviors will result in deductions from stipend and/or dismissal from the program:

- Failure to meet deadlines
- Habitual tardiness
- Unexcused absences from, or lack of full participation in seminars, workshops, classes, meetings or other scheduled events
- Failure to meet program commitments and expectations as specified above
- Intentional and/or repetitive disrespect or disregard for the physical and/or emotional safety and well-being of others

In the event of dismissal, it is understood that an obligation to repay the full amount of the Fellowship award on demand does exist. It is also understood that the total amount of the McNair stipend paid under this Agreement shall not exceed \$2,800.00

2) Academic Year Contract

Minimum Requirements –

- Attend Welcome Back event in September
- Maintain a 3.0 or better GPA each semester
- Attend at least one cultural enrichment activity per academic year.
- Attend monthly academic advising session with the McNair program advisor (bi-weekly for seniors).
- Attend Orientation lunch

3) Associate Fellows –

- Attend orientation weekend in the fall.
- Enroll in *the Research Inquiry Seminar* during spring semester.
- Participate in at least one session of the lunch seminar series each semester

4) First Year Scholars –

- Attend orientation lunch
- Participate in at least one lunch seminar per semester
- Participate in First Year Student social/cultural events

5) Research Fellows –

- Enroll in an independent study for the purpose of executing the research project during the fall (and spring semester, if necessary).
- Earn a B or better in the Independent Study course.
- Submit the following by the first week of fall classes: 1) a copy of class schedule showing enrollment in the independent study; 2) a copy of the independent study course requirements and expectations, to include amount of credits to be earned, meeting dates, and any other agreement between the student and faculty mentor.
- Submit weekly logs and progress reports every Friday (include accomplishments, hurdles, goals, insights, etc.).
- Attend and participate in all lunch seminar series sessions (specific dates, time and location will be posted on the McNair calendar).
- Draft and submit a copy of the final paper/article of the research project. Due by December 20 (or May 1, if project has a spring semester deadline). Paper must be approved by the faculty mentor.
- Complete and return the program research follow-up form by December 20.

Senior Scholars –

- Participate in the senior retreat
- Complete the GRE by October 1
- Apply to at least five graduate programs (at least two must be Ph.D. programs).
- Submit applications to at least three viable graduate fellowship opportunities.
- Visit graduate programs as necessary.

General Responsibilities –

- Keep the McNair staff informed and up to date on progress.

- Always maintain a “professional relationship” with McNair staff and faculty.
- Treat the McNair staff and fellow program participants with respect.
- Abide by the Student Code of Conduct stated in the UNH Student Handbook.
- Complete and submit all program evaluation forms/documents.
- Notify the program staff if unable to attend a scheduled appointment or event. Make every effort to do this at least 24 hours in advance.
- Notify the program staff if you withdraw from school or the McNair TRIO Program, transfer to another college or university, or graduate.
- Meet with program advisor before withdrawing from any class.
- Remain in *Good Standing* as defined by the university.

Disciplinary Action:

1) Stipend Deduction

Participants should recognize that to be awarded an academic fellowship is a distinguished honor and thus, behavior and attitudes should align themselves in acknowledgement of this fact. If it should become necessary to discipline a McNair Fellow, the actions listed below will be employed.

- In addition to any academic consequences, unexcused tardiness or absences from academic expectations may result in a reduction of stipend. Excessive violation of these may result in probation or dismissal from the program.
- Stipend reduction will also be employed to deal with “non-academic” disciplinary issues (tardiness, absences, dorm rules violations, etc.)
- Stipends will be docked \$25 dollars for the first offense and double for each offense thereafter (\$50 for second offense, \$100 for third offense). If a problem persists after third docking of stipend the offender will be required to meet with the administrative team.

2) Probation

- A probationary period may be put in place to deal with academic or behavioral issues.
- Academic probationary period will consist of specified meetings with the program advisor to ensure that the student is following through on academic responsibilities.
 - a) Content of these meetings will be shared with the director, instructors, mentors, and peer advisors as necessary.
 - b) Length of probationary period will vary depending on the severity of the problem. Probationary length will be determined by the program director.
- Behavioral probationary period might consist of daily meetings with a peer advisor and/or the program advisor.
 - a) Problems that arise within the residence hall may initially be addressed by the peer advisor through verbal or written warnings.

3) Dismissal

- Expulsion from the program is warranted when there is a consistent lack of effort to improve academic or behavioral issues despite previous measures (e.g. stipend docking, probationary period.)
- Expulsion from the program may also occur due to illegal substance use/possession, violent or threatening behavior, lack of academic integrity (plagiarism, etc.) and any other persistent and/or serious disciplinary issue(s).
- Ramifications of expulsion from the program include: loss of stipend; prompt removal of the student from McNair living quarters during the summer; ban from any/all McNair related activities, outings, and projects throughout the summer as well as the academic year. The Fellow must pay for her/his own transportation home. [In addition, the sending institution of the expelled student will be notified of the expulsion.]

4) Other

- When appropriate and necessary, mandatory counseling for violators will be required. This may entail one-on-one appointments with a counselor/therapist (sign-in required to ensure attendance).
- If necessary, a participant may be banned from recreational/social activities if s/he is a frequently disruptive force in the group.
- In cases where warranted, other disciplinary measures will be taken.

Ambassadorial Role: The McNair staff and students have worked hard to maintain a positive relationship between the program, the university and the Durham community. As one's awareness of the McNair community grows, membership in the program brings with it an awareness of the connection between the program and the larger context in which it exists. The high regard others have for the program is reflected in and enhanced by participating Fellows. The McNair program relies on the university and the local community for the use of facilities. Participants are encouraged to act at all times with consideration to the importance of maintaining this delicate and significant relationship with the university and the larger community.

Dorm Rules –

Dorm Rules as well as consequences for violations of such rules will be drafted by each cohort of summer participants and approved by the McNair director. Do keep in mind that all current university mandatory residential policies must apply. Thus, these rules are to assist in the functioning of the McNair summer communal experience. Below is a standard draft of guidelines from which residents can begin the process of developing dorm rules.

Quiet Hours:

Students are encouraged to put themselves to bed at a reasonable hour so as to be functional. "Quiet hours" will exist between the hours of 9 pm – 7 am for the purpose of providing an environment conducive to studying or sleeping.

Rooms:

1. Students are expected to sleep in their own rooms.
2. Room and building damage charges are passed on to the individual(s) responsible.

Smoking:

Students under the age of 18 will not possess, purchase, or use any tobacco products while participating in the McNair program. Students 18 and over who choose to smoke will follow these guidelines:

1. Smoking is restricted to the designated smoking areas only.
2. Distribution of tobacco to minors is prohibited.

Garbage/Rubbish:

1. Students are responsible for taking their own garbage to the dumpster.
2. Students are expected to recycle! Bins are located in the lounge area.

If students leave garbage in their rooms after check-out on the final day, a fine will be assessed.

Kitchen:

(If available) rules should address use and cleanup.

Clean-Up:

1. Each night two students will clean up and vacuum (when necessary) community areas.
2. Books and other personal belongings will not be left in community areas.

Fire Alarm:

1. Fire drills occur. Students are to depart the premises during fire drills.
2. Fire alarms should not be tampered with or used without authority.
3. There is a fine for tampering with smoke detectors. Other sanctions may be imposed.

Visitors & Overnight Guests:

1. Visitors are required to obey all rules and regulations that pertain to residents, respecting that the dorm is home to McNair fellows and other university groups. Fellows will be held responsible for any damages or violations incurred by their guests.
2. Students are discouraged from hosting overnight guests.

Illness Policy:

1. If a McNair Fellow is sick, s/he must notify the McNair program assistant (or if applicable, the peer advisor on duty) either personally or through another student or staff member, by the beginning of class or the activity.
2. Any ill participants who would like a meal brought to him/her should contact the program assistant in the McNair Office.
3. If a Fellow misses any part of classes, that student should remain quietly in her/his room to assure optimal medical health.

Rest/Relaxation –

The summer schedule is extremely demanding and stressful for residential students and staff alike. Free time and time off should be used judiciously to take care of personal needs (e.g. rest, going for a walk or bicycle ride, or reading). Students and staff are encouraged to eat hardy and well-balanced meals. The day starts early, so it is also important to be able to get oneself to sleep at a time that takes personal need for sleep into consideration.

On-Going Contact –

It is extremely important that scholars stay in touch with the program beyond the scope of undergraduate participation. Thus, the program needs to have the most up-to-date contact information. Each year, surveys are used as a tool to discover updates on academic and professional status as well as to find out if there is any assistance the program staff can provide in helping Fellows to actualize their goals. Some of the information received will be used by the program to submit federal reports to the US Department of Education (USED). Obtaining information from McNair alumni and reporting progress toward goals to the USED is critical to future funding of the program. Participants are strongly encouraged to stay in contact with the McNair program staff through office visits, postal mail, email and telephone, as well as by routinely visiting the McNair website to update their personal information via the online survey. The web address is: www.unh.edu/mcnair/program-survey.html. Remember, past Fellows helped to make the program available through the achievement of their goals and updates to the program. Future participants will depend equally on current scholars to do the same!

Staff Description/Responsibilities

◆ Project Director

- Lead and direct all aspects of the McNair program.
- Supervise and evaluate core personnel.
- Design and implement academic year/summer components with input from program staff.
- Manage all aspects of program budget and finance.
- Oversee and edit all program publications (i.e. brochures, newsletter, articles, etc.).
- Coordinate evaluation of program components and activities.
- Convene and facilitate McNair program advisory committee.
- Develop and implement program policies and procedures.
- Generate all federal, state, and institutional reports for compliance issues.
- Write and submit proposals to secure funding.
- Advise program participants regarding graduate school preparation (as needed).
- Act as key contact between McNair program and campus departments, local, state and national entities, as well as other colleges and universities.
- Serve on related campus committees to better advocate for program and participants.
- Recruit faculty mentors for research fellows.

- Comply with federal and state regulations as well as institutional policies in management of grant funds.

◆ Program Advisor

- Advise program participants on matters related to planning an academic program of study, the graduate school application process, identifying and selecting appropriate financial aid, as well as provide support for personal issues that impact overall academic performance.
- Supervise program participants at professional development conferences throughout the region and nation. (Overnight travel required.)
- Develop, coordinate and present seminars and workshops during the academic year and summer components on subjects related to preparing for graduate school, strategies for public presentation, and other related matters. (Seminars may be credit-bearing.)
- Set and implement academic goals for participants, as well as review grades and test scores, and critique resumes and curriculum vitae.
- Evaluate program components pertinent to areas of program responsibility. Also, assess participants' needs regularly.
- Train, supervise and evaluate graduate peer advisor(s) and all volunteer workshop/seminar presenters and panelists.
- Lead on-campus student recruiting efforts.
- Prepare, organize, and maintain appropriate records, reports and statistical summaries.
- Serve as liaison between the program and other organizations, such as NHEOA, OMSA and NTSO. In the director's absence, represent the program before the general public in matters related to the continuation and expansion of program funding and publicity.
- Perform other duties as necessary.

◆ Program Assistant

- Establish and maintain McNair program records, including inputting, revising, and storing participant data in program database; maintain McNair financial and operational records; retrieve correspondence, etc. from McNair files as well as McNair databases.
- Respond to information requests about McNair programs and activities with accurate, timely information and professional service.
- Schedule McNair departmental activities [to include arrangements for room and board, classrooms and other facilities, audiovisual/support equipment, and other logistics related to summer residential component research symposium and banquet, and academic year components]. Assist during McNair events/activities as requested. Make travel arrangements for McNair program staff and McNair participants.
- Prepare progress/continuation reports, general correspondence, agendas, proposals, course materials, schedules and meeting minutes for director approval. Draft, review and edit materials as requested.
- Edit/revise program survey and assess program services in conjunction with program staff. Compile and report survey data for program improvement and federal performance evaluation. Submit to director analysis and summary of program statistics in relation to institutional, regional, and national data collected for purposes of program planning and evaluation.
- Write, design, and edit program literature (e.g. newsletters, brochures, posters, articles, etc.) under supervision of director.
- Assemble, monitor and log applications of prospective applicants
- Conduct longitudinal tracking of former McNair students by mailing annual follow-up participant survey, maintaining information in program database, and providing summary of results for McNair programming and federal reporting.

- Conduct on-campus information sessions, to include attending the UNH Graduate School Fair, designing and maintaining display boxes in the MUB, and attending and/or hosting information sessions for various student groups and organizations including: Office of Multicultural Student Affairs, Center for Academic Resources, Non-Traditional Student Organization, and the Diversity Support Coalition. Serve as McNair campus liaison/agent with university departments.
- Train and supervise student (work study) staff, to include delegating and defining tasks relative to conducting day-to-day office operations.
- Perform other McNair related duties as assigned.

◆ Senior Faculty Advisor

- Instruct credit-bearing summer course.
- Attend program staff meetings.
- Attend and lead faculty mentor orientations – academic year and summer.
- Co-chair Advisory Committee meetings with director.
- Supervise participant research projects by scheduling specific check-in meetings to review research progress with both participants and research faculty mentor/supervisor.
- Assist director in the recruitment and supervision of research faculty.
- Serve as reference person for faculty considering being a mentor (i.e. answer questions regarding faculty mentor experience), and serve as faculty contact if concerns develop during the mentor experience.
- Co-facilitate Lunch Seminar Series during the summer and academic year.

◆ Instructor/Faculty

PREPARATION

1. Attend faculty/staff orientation. If unable to attend meeting, make contact with the McNair director to review orientation materials. It is much better to be at the meeting!
2. Read all relevant sections of the program Handbook.
3. Formulate a set of course objectives that can be assessed and measured. These objectives and all course expectations should be put into syllabus format for delivery to students on the first day of class. Submit a copy of the syllabus to the McNair director two weeks prior to the summer start date.
4. Make accommodations within your course design for McNair program philosophies of individualized focus within classes, challenge and support, high quality work expectations, and structured, timely assistance when needed.
5. Structure the course content toward the attainment of skills necessary for success in graduate school, to include problem-solving and critical thinking skills.
6. Determine class materials needed and turn in a supply list to the McNair director as soon as possible, preferably three-weeks or so before classes begin. If materials (such as VCRs and overhead projectors) are needed from the university, check with the McNair program assistant for scheduling and availability.

CLASS(ES) AND STUDENTS

1. Plan and adequately prepare lessons in subject areas.
2. Teach contracted class(es), seminar(s) or workshop(s).
3. If problems arise, communicate directly with the McNair administrative team for early intervention (when appropriate).
4. Provide feedback to students regarding their academic growth as well as future goals.

5. Keep record of students' academic growth and achievement throughout the session for the end of the summer evaluation.
6. Upon conclusion of the summer session, prepare an evaluation of each course, seminar or workshop taught as part of the program component evaluation, assessing strengths and making recommendations.
7. Evaluate all students in your course(s) using the objectives and course requirements handed out at the beginning of the summer via the syllabus.

PARTICIPATION REQUIREMENTS

1. Participate fully in the summer faculty/staff orientation.
2. Participate in Lunch Seminar Series on Wednesday afternoons for research updates and troubleshooting, idea sharing, and the coordination of project deadlines. Meetings are one and one-half hours in length.

QUALIFICATIONS

- Master's degree minimum; teaching experience; knowledge of subject and commitment to academics;
- Background in conducting academic research; ability to guide undergraduates through this process;
- Familiarity with innovative and flexible teaching methods; ability to establish strong rapport with economically and culturally disadvantaged youth; sensitivity to special needs of these students;
- Commitment to the goals of this federally funded McNair Project.

◆ Research Peer Advisor

The Peer Advisor (PA) is responsible for the well being of McNair program Fellows. Counseling, academic tutoring and various types of supervision are all facets of this responsibility. For eight weeks, with the exception of some weekends, the PA is expected to maintain contact with the participants in all aspects of community life.

The summer session is considered to be of great importance to McNair Fellows. The PA is expected to assist instructors in working with students individually and in small groups during non-class periods for research support. While not required to attend classes (unless specifically asked), the PA will aid instructors by obtaining materials, organizing special activities and evaluating students.

The PA takes on the roles of tutor, advisor, and companion. The PA enforces program rules and codes of behavior without policing the participants.

The Peer Advisor, with support and assistance from the McNair program advisor, organizes cultural and recreational activities, and community meetings. Explanations of these activities are contained in this program Handbook and are thoroughly reviewed during staff training and orientation.

SKETCHED DUTIES

Attend Staff Training
Attend Orientation Week
Tutor (as needed)
Coordinate Recreational Activities
Evaluate Participants

Attend Various Staff Meetings
Facilitate Cooperative Learning
Informal Advising
Assist with Research
Evaluate Program

RESPONSIBILITIES

Primary Functions

- Maintain a positive environment to live and work. Be aware of the mood and morale of all residents.
- Supervise all aspects of dorm life, including facilities, rules, and participants' concerns.
- Facilitate "nuts and bolts" discussion at community meetings.

- Maintain communication about student life to the administration.
- Act as representative of the McNair community to college staff and organizations (especially Residential Life building manager and the dormitory custodial staff).

Logistics before Orientation Week

- Read the McNair Handbook and Policy Manual.
- Meet with UNH Conference/Residential Life to open dorm, obtain room keys, and get to know their staff (establish lines of communication). Find out about any of the university's or Resident Director's concerns about the functioning of the residence hall.
- Find space for: community meetings, student lounge, microwave, television, and any other need that arises. Finding space may not always be possible!
- Create door tags for rooms of resident Fellows.
- Help McNair advisor plan a welcome for Fellows at the beginning of orientation week.
- Post a dry-erase board in the community room.
- Establish separate bulletin boards in community room for McNair announcements, displays and messages.
- Create a "central information" notebook with pertinent rules (illness policy, daily ill students listing, staff telephone extensions, etc.) for staff use.
- Set up Lost and Found box in community room.

Opening Day

- Greet arriving Fellows, show them their rooms and dispense room keys.
- At the first community meeting, introduce yourself and describe your role clearly and simply. Explain dorm life including layout of the building. Present the rationale for community governance and the need to generate dorm rules. Explain staff on/off situation, and point out "on" board. Discuss participants' responsibility for personal safety (as in locking doors and windows) and common courtesies (e.g. turning off alarm clocks when leaving over night).

During the summer

- Assist participants with settling into the program: discuss problems, concerns, expectations, frustrations, and serve as an all-around staff support system throughout the summer.
- Help Fellows in the administration of their research through library support, discourse and review of their written drafts.
- Supervise weekly community meetings to process experiences of the program, and coordinate recreational and social events, and address residential issues.
- Arrange and participate in recreational and social events with Fellows (includes transporting participants to events). Lead cultural excursions as necessary.
- Keep in contact with UNH Conference/Residential Life staff regarding maintenance request orders (MROs) and report to McNair program assistant.
- Call special resident meetings as necessary.

Final Week

- Coordinate student checkout with the McNair advisor.
- Inform students that stipends will be withheld if rooms are not cleaned, or if there are room damages that go unpaid. Work to collect money from students **before** they leave. Compile a list of damaged items in dorm. Review damages with UNH Conference/Residential Life staff member and present a list to the McNair project director.
- Collect room/hall keys, meal cards, copy cards and laundry cards.
- Compile a list of lost keys and cards and give list to the project director with all returned keys and cards. Collect as much money for lost keys as possible and turn it over to the McNair director.

Program Evaluation

- Orally, evaluate each resident Fellow's performance with the administrative team.
- Complete a written evaluation on program operations, services and administrative support.
- In writing, assess the peer advisor job description and the effectiveness of the role.
- Provide a written self-evaluation, reflecting on personal effectiveness in the role of peer advisor.
- Before leaving at the end of the evaluation period, make sure that the community room and kitchen (if available) and participants' rooms are cleaned out. Return all McNair materials to Stoke Hall.

Close windows and lock doors.

QUALIFICATIONS

Minimum – graduate student, interpersonal skills, sensitivity to the needs of the disadvantaged, and commitment to the goals of TRIO McNair. Requires a valid US drivers license.

◆ Faculty Mentor

RESPONSIBILITIES

Research Planning: Mentors will work with each mentee to define and focus the research proposal and project, paying close attention to the 1) mentee's background and interest and 2) the project's manageability within the timeframe available. Mentors will participate in orientation and other program activities where their presence may be of benefit to the mentee. Mentors will assist the mentee in preparing the proposal and project to address the following: Introduction (to include problem statement, definitions, research question and significance); Review of literature; methods and methodological approach; timetable; resources needed; proposed budget; appropriate institutional research approvals; relationship to mentee's interest and educational goals. Further, the mentor will familiarize the mentee with campus research facilities within the department and personnel from whom the mentee can receive assistance.

Research Experience: Mentors will be sure the mentee clearly understands the goals and expectations set forth in the EAP, and will establish regular meeting times to work on the project and to discuss progress. Mentors will submit regular evaluation forms to the senior faculty advisor or program director, and will notify McNair staff immediately if the mentee is experiencing personal or academic difficulties.

Presentation of Research: Mentors will help the mentee to conclude the proposal or project in a timely manner and to prepare an effective presentation. Mentors will offer the mentee opportunities to practice the presentation. Mentors are encouraged to invite the mentee to attend a professional conference. McNair students are required to present their research at the Undergraduate Research Conference (URC) at UNH.

Research Article: Mentors will assist the mentee in the preparation of a professional abstract and the research article of publishable quality (written report of the research project). If appropriate and possible, mentors are asked to consider co-authoring a publishable article with the mentee.

Informal Contact/Support: Mentors are asked to meet informally with the mentee and to discuss the mentee's career/educational goals and share insights about the role of teacher and researcher. Also, mentors should help the mentee understand the graduate school environment and resolve unrealistic concerns about pursuing the doctorate. Mentors will consult with the mentee in the graduate school preparation and application process and write letters of recommendation on behalf of the mentee. Mentors are asked to contact colleagues at graduate schools in advocacy of the mentee.

Meetings: Mentors will meet with McNair participants at least once per week for an hour. Mentors are asked to meet with the mentee more often as the student may need more direction and support. Mentors will attend the faculty/staff orientation and the Lunch Seminar Series indicated on the summer calendar and the academic year calendar.

QUALIFICATIONS

An earned Ph.D. or hold faculty rank with terminal degree in field. Desire to equalize opportunities for underrepresented individuals. Possess research experience. Attentiveness to the needs of disadvantaged groups. Commitment to the goals of the McNair program.

UNIVERSITY of NEW HAMPSHIRE

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RONALD E. MCNAIR
POST-BACCALAUREATE
ACHIEVEMENT PROGRAM

