CONTENTS

Description of Activities
   Program Description and Philosophy  3
   Academic Standard  4
   Student Expectations  4
   Stages of Participation  7
   Overview of Research  9
   Mentoring  10
   Courses  11
   Research Seminars  12
   Cultural/Social Events  13
   Senior Retreat  13
   Senior Celebration  13

Funding Support
   Research Conferences  13
   Graduate School Visits  14
   Fellowships/Scholarships  14
   Fee waivers  15
   Graduate School preparation Textbooks  16

Services
   Computer Lab  16
   Equipment Loan  16
   Peer Advising  16
   Counseling  16
Description of Activities

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 152 programs, serving 4,191 students. The McNair Scholars Program at the University of New Hampshire (UNH) has been in existence since 1991 and serves 32 Scholars per year.

McNair Program Philosophy
Challenge and support are the fundamental ingredients in the McNair Scholars 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 mark for determining high quality research will be:

1) The assessment and funding of the research proposal by a panel of reviewers on the McNair Advisory Committee.

2) Each participant’s final research project paper/article will be evaluated and approved by the faculty mentor.

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.
Academic Standard
One of McNair’s goals is to prepare students for graduate school through involvement in research and other scholarly activities. Therefore, the program is set up to follow graduate school norms. 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 McNair courses listed under the Courses section of the handbook.

Student Expectations
1) Summer Scholars Agreement
   Specific Commitments –
   • Attend residence hall check-in on opening day and participate in opening events
   • Attend program orientation and photo shoot.
   • Attend the Browne Center activity.
   • Engage in research activities under the direction of a faculty/mentor, completing all assignments in a timely manner (35 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, with approval from mentor.
   • Schedule & attend weekly meetings with McNair Associate Director, as needed.
   • Present research results at a conference or symposium.
   • Participate in Summer Exit Debriefing.
   • 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 and voicemail, daily for McNair communication.
   • 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 research logs and other writing assignments to the McNair office by the scheduled deadlines with appropriate signatures/approvals.
   • Complete any and all forms, evaluations, and other necessary program materials, submitting these items on or before the specified deadlines.

2) Academic Year Contract
   Requirements –
   • Attend Welcome Back event in September.
   • Maintain a 3.0 or better GPA each semester.
   • Attend at least one cultural event per academic year.
   • Attend monthly academic advising session with the McNair Program Assistant Director/Advisor.
3) First Year McNair Scholars
   - Attend New Student Orientation in the fall.
     - Enroll in the Research Inquiry Seminar (INCO610) during spring semester.
     - Attend, at least, one Research Seminar each semester.

4) Current McNair Research Scholars (those who have completed their summer research)
   - Enroll in an independent study for the purpose of continuing the research project during the fall (and spring semester, if necessary).
   - Earn a B or better in the Independent Study course.
   - Submit by the first week of fall classes:
     - Class schedule showing enrollment in the independent study
     - Outline/syllabus of the independent study course (as developed by the student and mentor), to include amount of credits to be earned, meeting dates, research work to be done in the fall semester.
   - Submit weekly research logs every Friday (include accomplishments, hurdles, goals, insights, etc.).
   - Attend and participate in all Research Seminar 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, prior to submission to McNair.

5) Senior Scholars
   - Participate in the senior retreat.
   - Complete the GRE by October 1.
   - Apply to at least five graduate programs (Master/PhD/both).
   - Submit applications to viable graduate fellowship.
   - Visit graduate schools as necessary (Inquire w/McNair for funding).

General Responsibilities –
   - Keep the McNair staff informed and up to date on progress.
   - Always maintain a “professional relationship” with McNair staff and faculty.
   - 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 Scholar, the actions listed below will be employed.
If the students GPA falls below a 3.0, they will be placed on probation and thus may also forfeit the stipend. Excessive violation will continue the probationary period or result in 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 student will be required to meet with the administrative team at which time the following stipend may be forfeited and/or you may be removed from the program.
- If you are registered for a conference and fail to attend or give us adequate time to cancel your registration you will be required to refund the McNair program for all costs associated with the conference.

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.
  - Content of these meetings will be shared with the director, associate director instructors, mentors, and peer advisors as necessary.
  - Length of probationary period will vary depending on the severity of the problem or until student’s GPA is greater than 3.0.

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).
Stages of Participation
The program employs a tiered system that, although not fixed, represents the process through which students in the UNH McNair Scholars Program are expected to progress in preparation for doctoral study. The stages in this system are as follows:

**AY #3**
fall/spring
*Final Prep.*

**Summer 2**
Research Internship

**AY #2**
fall/spring

**Summer 1**
Research Completion/URC Presentation

**AY #1**
fall/spring
Exploratory/Research Proposal

**Exploratory/Research Proposal Stage (Academic Year #1) fall/spring sophomore year:**

- **FALL SEMESTER**
  - Meet with McNair advisor for goal setting.
  - Attend at least one (of the two) Research Seminars.
  - Attend one cultural event (per academic year).
  - Attend New Student Orientation (late fall semester).
  - Begin search for a faculty/mentor.

- **SPRING SEMESTER**
  - Enroll in INCO 610 – Research Inquiry Seminar (proposal writing).
  - Meet with McNair advisor.
  - Attend at least one (of the two) Research Seminars.
  - Attend one cultural event (per academic year).
  - Attend the Senior Celebration (to celebrate the seniors).

**Summer Research at UNH Stage (summer #1):**

- **SUMMER** (research could be done summer/fall or fall/spring semesters)
  - Participate in the 8-week summer research program.
  - Enroll in INCO 710 - Research Inquiry course.
  - Enroll in INCO 699 - GRE Preparation Seminar.
  - Enroll in INCO 400 - Graduate School Preparation Seminar.
  - Present research at McNair Summer Research Symposium (last week)
Research Completion/URC Presentation Stage (Academic Year #2) fall/spring junior year:

- FALL SEMESTER
  - Continue research with their faculty mentor by enrolling in INCO 720 & an independent study course within students department.
  - Write a final paper/article on research project, due: March 31st.
  - Attend a national McNair conference or other professional conference to present research conclusions.

- SPRING SEMESTER
  - Enroll in INCO 720.
  - Register to present at UNH’s URC (Undergraduate Research Conference).
  - Attend Senior Celebration (to celebrate the seniors).

Research Internship Stage (summer #2):

- SUMMER
  - Students are encouraged to participate in research internship opportunities available through local and regional organizations (internship should be linked to student’s academic discipline and interests) scholars are encouraged to work with faculty, McNair staff or the UNH Fellowship office for internship opportunities.
  - Visit graduate schools (funding may be available through McNair).

Final Preparation Stage (Academic Year #3 fall/spring senior year):

- FALL SEMESTER
  - Attend a Senior Retreat.
  - Engage in graduate school and financial aid application processes.
  - Take GREs (by October 1st).
  - Fee waivers for graduate school applications are available (see Fee Waiver section of Handbook).
  - Attend professional conferences to present research.
  - Visit graduate schools.

- SPRING SEMESTER
  - Attend McNair Senior Celebration (first reading day in May).
  - Notify McNair of acceptances to graduate school and provide an electronic or paper copy of acceptance and financial aid awards.
  - Visit graduate schools.
Overview of Research

1) Research Proposal
Scholars 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 program via email/Canvas. The following categories should be included in the project proposal:

- **Introduction** – what is the problem, question, theme or issue to be addressed? What definitions will apply? Also, address the significance, meaning, explain why the research is needed and what the broader implications of the study are. For example; social, practical, cultural, intellectual, etc.
- **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. Cite between 5-10 sources.
- **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?
- **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).
- **Timeline** – outline the schedule of the project with dates, identifying the expected start and completion times as well as showing time allotted to each major portion.
- **Works Cited** – list all primary and secondary sources in the appropriate field/discipline format.

2) 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 12-point font. Please visit the McNair website for examples, at www.unh.edu/mcnair. The final copy of the abstract must be approved and submitted to the McNair program via
email/Canvas. The abstract, along with the student’s photo, will be posted to the McNair Scholars webpage.

3) Research Article/Paper
The research article must be reviewed and approved, by the faculty mentor, prior to submitting the final paper to the McNair program. The student is expected to consult with their mentor for suggestions on where they could submit their paper for publication. This could be a professional journal in the specific field, a UNH undergraduate journal, or a national undergraduate journal. Please refer to the McNair website for a list of undergraduate journals.

4) Research Presentation
All McNair students are required to present their research at the URC (Undergraduate Research Conference) here at UNH. It is highly encouraged that students also present their research at a McNair conference or professional conference in their field of study. McNair will fund students to present at a McNair conference. Funding may also be available for students wishing to present at specific conferences in their field.

5) Research Hours/Logs
The research hours/logs are to be uploaded to Canvas weekly during the summer and academic year, through the completion of the research project. Your stipend is directly tied to your research hours/logs and participation in other McNair activities. If you have failed to turn in Research hours/logs (or submit them late) or do not attend a Research Seminar and/or fail to participate in McNair activities/events your stipend will be forfeited.

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 during research project.

- McNair Staff
All participants will have regular monthly advising appointments with the program advisor during the academic year. During the summer, each participant will have regular weekly advising appointments with the program advisor or the program director, as needed. 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.

- **Graduate Student/Peer Advisor**
  In addition to faculty mentors, graduate student peer advisors will be employed during the summer. In conjunction with faculty, 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 take in the pursuit of graduate study.

**Courses**

- **SPRING SEMESTER**
  During the exploratory 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.

  **Research Inquiry Seminar (INCO 610) Cr/F 2 cr.:** Offered spring semester. This seminar 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 instruction on writing the components that make up a research proposal. Students will present their ideas for a research project and 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.

- **SUMMER**
  During the summer, students are required to take both: *Graduate School Preparation Seminar* and the *Graduate Record Exam (GRE) Preparation Seminar*, which are 7-8 week seminars, offered in addition to INCO 710 Research Inquiry Seminar (required). These workshops and seminars are credit based (credit/fail), with the exception of INCO 710, as follows:

  **McNair Research Experience (INCO 710) 4 cr.:** This is a required course offered during the summer for 8-weeks. In this course students work one-on-one with a faculty mentor, similar to an independent study course, during the research project. In addition, class meets each Wednesday, and is taught/facilitated by a faculty member, where students will present the progress of their research projects in a friendly environment and receive feedback from peers and faculty mentors. Students will be engaged in identifying strengths and weaknesses, and discerning the joys and frustrations of research. A one-hour lecture component follows the student presentations.
Graduate Preparation Seminar (INCO 400) Cr/F 1 cr.: This seminar is offered in the summer only. The seminar explores issues related to graduate school preparation. Topics include: researching graduate programs, graduate school culture, finding the right graduate school for you, graduate record exam (GRE), drafting your personal statement, curriculum vitae development, use of social media and financing graduate school.

Graduate Record Exam (GRE) Preparation Seminar (INCO 699) 0 cr.: 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.

- FALL SEMESTER
  McNair Research Experience (INCO 720) 0 cr.: Offered fall/spring semester. During the fall semester, students must enroll in an Independent Study course (see below) in conjunction with INCO 720 through Canvas. This is a required online seminar where students upload their research logs weekly. Students are also required to upload their independent study syllabus and final research article on the assigned deadlines. This seminar is a continuation of the summer research phase, as students will continue to work one-on-one with their faculty mentor, through the completion of their research project. In this Canvas platform, students will show the progress of their research projects in preparation for the Undergraduate Research Seminar (URC) here at UNH.

  Independent Study (in students department) 2-4 cr.: Fall semester only. Students are required to enroll in an independent study course, with their mentor as professor of record, in conjunction with INCO 720, see above. The student/mentor are to draw up an outline/syllabus of the research steps that will be conducted during the fall semester through completion of the project, on March 31st. This course will be graded by the faculty/mentor.

  New Student Orientation 0 cr.: Offered fall semester. This one-day seminar will assist newly inducted scholars in understanding the program expectations. Students will learn about the namesake of the McNair Scholars Program, Dr. Ronald McNair, as well as how to proceed in setting research and graduate school goals.

Research Seminars
As part of the research courses (INCO 710, 720), McNair scholars, currently in the research phase, will present their research progress orally to other members of the McNair community. This practice will allow students to sharpen their presentation skills, display
their accumulated knowledge, and stimulate the curiosity that fuels the academic community. This forum will be attended by all McNair students actively doing research, McNair students not engaged in research, faculty, staff, and may be opened to the broader campus community to observe and interact with McNair scholars. These sessions are required for current research Scholars! Failure to be present will result in forfeiture of the current month’s stipend check. All McNair students actively doing research must present their findings at the Undergraduate Research Conference (URC) at UNH. Students who are not currently engaged in a research project must attend at least one lunch presentation seminar per semester during the academic year.

**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.

**Social Events**

Social events will be sponsored to foster group cohesiveness and build camaraderie among participants. The McNair staff recognizes that sustained engagement in research can become an exhausting endeavor, social activities will be organized as stress release, to promote good mental health, and facilitate strong social bonds between students. Social events are optional, unless otherwise stated.

**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.

**Senior Celebration**

The McNair Senior Celebration event is a time when we honor our seniors as they prepare to move on to graduate school. It is held in the Elliott Alumni Center each May, the evening of the first Reading Day. A McNair alum, who has obtained their PhD, is the guest speaker and scholarships are awarded for undergraduates. All McNair Scholars are highly encouraged to attend to celebrate our seniors.
Funding Support

- **Research 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 faculty in a different type of educational setting. 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 “funding request for research conferences form”, which can be found on the McNair website under ‘Scholar Resources’, should be submitted by the appropriate deadlines:

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

  The completed form requires 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. Notifications will be made within two weeks of the deadline. Students who are funded must provide all receipts to the McNair office within seven days after the conference.

- **Graduate School Visits**
  Juniors and seniors who have interviews with faculty members at prospective graduate schools may receive funding for travel and related costs through the McNair program. Priority consideration for graduate school visits will be given to seniors. Students will need to complete the “funding request for graduate school visits form”, which can be found on the McNair website under ‘scholar resources’, and submit the form to the McNair program Director in order to be considered for funding. The completed form requires the name of the school and location, the details of the appointments scheduled with faculty members, and itemized related costs (transportation, hotel, meals, etc.).

  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).
• **Fellowships/Scholarships**

  **McNair Summer Fellowship**

  **Stipends/Research Hours/Logs**
  For successful completion of program expectations, scholars engaged in the research process will be provided with a stipend as reward for research hours logged and participation in other McNair activities as determined each semester. The stipend 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 Contract* and will be disbursed in equal payments monthly (at the research seminars) of the fall and spring semesters.

  **Forfeiting of Stipends:** Your stipend is directly tied to your research hours/logs and participation in other McNair activities. If you have failed to turn in logs (or submit them late) or do not attend a research seminar and/or fail to participate in McNair activities/events your stipend will be forfeited.

  **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.

  **Graduating Senior McNair Fellowship**
  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.
• **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**: The 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. Contact the McNair program advisor for more information.

**Graduate School Applications**: On the Council for Opportunity in Education (COE) website ([www.coenet.us](http://www.coenet.us)) there is a list of graduate schools that waive the application fees for McNair Scholars. 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. Most schools that provide waivers need a letter to document your participation in the McNair Scholars Program. The McNair program director can provide such a letter. Be sure to contact the director for such a waiver at least three weeks before you need it. Please 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.

• **Graduate School Preparation Textbooks**

All participants are provided with free Graduate School preparation textbooks required for the GRE course and the Graduate School Preparation Seminar offered during the summer research fellowship program.

**Services**

• **Computer Lab**

In addition to the on-campus computer labs, students will have access to the three-station McNair computer lab. The lab is available to scholars all year long, Mondays through Fridays, 8:00 am to 4:30 pm (except during vacations and holidays. Check with the staff regarding special summer hours). These student computers can be signed onto with your UNH username and password.

• **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 need be returned to the McNair Office within seven days. 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.
• **Peer Advising**
  During the summer, group meetings occur weekly and are facilitated by the peer advisor(s). The purpose of the meetings is to provide a safe forum for students to express any personal concerns related to the program. The meetings offer the opportunity to support participants, give feedback and assist in problem-solving. Meetings also provide an opportunity for students to examine, process, and learn from the McNair experience. All summer participants are required to attend.

• **Counseling**
  Scholars 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.