



# Hamel Center for Undergraduate Research

## Research Experience and Apprenticeship Program (REAP) Application Guidelines

What is REAP? REAP is a special program for highly motivated, first-year Honors students. Students selected for REAP will spend 10 weeks in the summer *after their first year* exploring their academic interests and developing their ability to pursue research, scholarly, and creative projects under the supervision of a UNH faculty member. The REAP experience will provide a fast-track for talented students enabling them to explore topics of interest, to prepare for advanced work in their field, and to develop a close academic and professional relationship with a faculty member.

To be considered for the Hamel Center’s REAP program, *students must first be nominated by the instructor of one of their Honors courses*. Students who are then matched with a faculty mentor may apply to receive a REAP grant for their summer research.

What will REAP students do? REAP is an *apprenticeship* experience. Students will spend 10 weeks during the summer working with a faculty mentor. They will explore topics of interest, develop a foundation of knowledge in their field of study, and learn more about the approaches, theories, methodologies, and techniques employed by faculty in their own work. REAP will prepare students for advanced research, scholarly, or creative work, including research opportunities sponsored by the Hamel Center, the Honors Program senior thesis, and other capstone experiences.

Projects may include:

- Bibliographic research and development
- Learning research techniques employed in the lab, in the field, and in libraries, museums, and archives
- Exploring and implementing techniques used in the creative disciplines (art, music, theatre, dance, creative writing)
- Learning how to design a research project and draft a research proposal
- Assisting the faculty mentor in any tasks directly related to his/her own research

***Students planning to apply for REAP must meet with the Hamel Center director, Paul Tsang, before preparing their application ([paul.tsang@unh.edu](mailto:paul.tsang@unh.edu)) – no later than February 28, 2020. Applications submitted by students who have not met with Dr. Tsang will not be accepted.***

### **Eligibility Requirements:**

- Undergraduate at UNH
- Enrolled in University Honors Program at start of fall semester; must have completed at least one full semester (fall) of an Honors course at the time of application
- Nominated by an instructor of student’s fall semester Honors course based on criteria provided in the Honors Course Instructor Nomination (see the information below)
- One year completed as a full-time student before the summer research, and in good standing with the Honors Program at the end of the first full year of coursework
- Minimum UNH GPA of 3.0 at time of application; minimum *cumulative* UNH GPA of 3.2 by end of spring semester

### **Award amounts:**

- Fellowship Stipend: \$3,500
- Expense Award: \$600 maximum

**Nomination Deadline:** February 28, 2020 for summer 2020

**Application Deadline:** March 30, 2020 for summer 2020

**All REAP application materials can be found at**

**<http://unh.edu/undergrad-research/research-experience-and-apprenticeship-program-reap>**

## I. Application Process

### a. Honors Course Instructor Nomination:

- Honors Instructor asks the student if he/she is interested in being considered for REAP.
- Honors Instructor completes the **Honors Course Instructor Nomination** to nominate a student based upon the quality of the student's academic work in an Inquiry Seminar or other first-year Honors course. A student who is nominated will have 1) demonstrated outstanding work in class; 2) exhibited a high level of maturity and responsibility in meeting all expectations of the course; and 3) exhibited curiosity and imagination in addressing the topics/themes of the course. Instructors interested in nominating a student may request a nomination form from the Hamel Center director ([paul.tsang@unh.edu](mailto:paul.tsang@unh.edu)), or download the form from the Hamel Center website. Completed nominations should be submitted to the Hamel Center as soon as possible, to facilitate the process of matching students to appropriate faculty mentors. All Honors Course Instructor Nominations must be received by the Hamel Center *in advance* of the completed application (**no later than February 28, 2020**).
- The Honors instructor nominating the student may offer to serve as the student's mentor, recommend another faculty member to serve as mentor, or refer the student to the Hamel Center for help in identifying a mentor. For complete guidelines on faculty mentor eligibility, go to <http://unh.edu/undergrad-research/faculty-mentor-eligibility>
- If appropriate, the student prepares a resume and statement of academic interests to assist in matching him/her with a faculty mentor. A sample **Student Resume** form is available online, with other REAP application materials. If the Honors course instructor nominating the student will not be the REAP project mentor, the student should complete the Student Resume form and bring it to the Hamel Center for assistance in identifying a faculty mentor.
- If a student and mentor agree to work together, they will submit an application to the Hamel Center for Undergraduate Research.

#### *Additional Notes about Mentor Eligibility and Availability:*

- Eligibility for all mentors also assumes the mentor's *availability* to work with the student researcher throughout the entire undergraduate research process – i.e. availability not only during the actual research period, but also *before* the research begins (to assist with project design and proposal writing) and *after* the research has been completed (to assist with analysis of final results and presentation of research). Faculty mentors whose availability may be compromised (e.g., by sabbatical leave, extensive travel/absence, a new job/position or relocation) should contact the Hamel Center director before the application deadline in order to determine eligibility.
- For summer undergraduate research programs, we strongly encourage faculty members to mentor *no more than two* student projects per summer (REAP, SURF, IROP, and/or Undergraduate Research Awards *combined*), to ensure that individual students receive sufficient guidance and supervision for their research. For faculty mentors who believe they have a strong rationale for mentoring more than two student projects per summer, please contact the Hamel Center director before the application deadline.

**b. Application:**

*To be completed by the Faculty Mentor (after consultation with the student):*

- **Apprenticeship Proposal:** A description of the project or activities to be undertaken
- **Budget Form:** estimate of project expenses

*To be completed by the Student:*

- **Application Cover Sheet**
- **Student Applicant Statement of Interest**

Also, see *Letter of Recommendation* below.

**c. Letter of Recommendation:**

To complete the application, the student applicant needs at least one UNH Honors Course Instructor Nomination (as described above) and one UNH Faculty Recommendation.

The Letter of Recommendation should come from a UNH faculty member with whom the student has had coursework or other supervised academic experience (e.g. work in a lab, in a studio, etc.). There are various ways in which this requirement may be fulfilled:

| IF...  | THEN, the student applicant needs...  |
|--|---|
| <ul style="list-style-type: none"> <li>• Honors Instructor nominating the student is also the Faculty Mentor.</li> </ul>   | <ol style="list-style-type: none"> <li>1. Honors Course Instructor Nomination from Mentor.</li> <li>2. Letter of Recommendation from a second UNH faculty member who knows the student/has had the student in class or other supervised academic setting.</li> </ol>            |
| <ul style="list-style-type: none"> <li>• Honors Instructor nominating the student is not the Faculty Mentor.</li> <li>• Faculty Mentor knows the student/has had the student in class or other supervised academic setting.</li> </ul>             | <ol style="list-style-type: none"> <li>1. Honors Course Instructor Nomination from Honors Instructor.</li> <li>2. Letter of Recommendation from Faculty Mentor.</li> </ol>  |
| <ul style="list-style-type: none"> <li>• Honors Instructor nominating the student is not the Faculty Mentor.</li> <li>• Faculty Mentor does not know the student/has not had the student in class or other supervised academic setting.</li> </ul> | <ol style="list-style-type: none"> <li>1. Honors Course Instructor Nomination from Honors Instructor.</li> <li>2. Letter of Recommendation from a second UNH faculty member who knows the student/has had the student in class or other supervised academic setting.</li> </ol> |

As noted above, all Honors Course Instructor Nominations must be received by the Hamel Center *in advance* of the completed application (no later than February 28, 2020). UNH Faculty Letters of Recommendation must be submitted with the application, as described below.

***Students: Remember to complete and sign the top portion of the UNH Faculty Recommendation form before giving it to your faculty recommender.***

**II. Submitting your application**

**a. Be sure to submit your application as described here:**

**Four complete application packets: The *original* + three copies**, with the *original* UNH Faculty Recommendation (completed, signed form + letter) in a sealed envelope paper-clipped to the top of the original application. *Please note that all parts of the application – including the Faculty Letter of Recommendation – should be submitted at the same time, not separately.*

- You do *not* need to provide additional photocopies of the Faculty Recommendation; submit only the *original*.

- The Honors Course Instructor Nomination, submitted at least one month before the application due date, does not need to be submitted a second time with the application.
- b. Collate each of the four packets in the following order** (use paper clips for each packet – *no staples, please*):
- Application Cover Sheet, with all necessary signatures
  - Apprenticeship Proposal (cover sheet + proposal)
  - Budget Form
  - Applicant Statement of Interest (cover sheet + essays)
- c. Submit your complete application to the Hamel Center by the deadline: March 30, 2020**

### **III. Application Review**

The application will be reviewed by the directors of the Hamel Center and the University Honors Program, as well as a third individual appointed by these directors. Applications will be evaluated using the following criteria:

- 1. *Quality of the Proposal: 10 points***
  - Is the proposed project well defined, with clear learning objectives and potential educational value for the student?
  - Is the proposal complete and detailed? Are all parts clearly explained in accordance with the proposal outline?
  - Is the project manageable and appropriate for the REAP time frame (i.e., anticipating 10 weeks of full-time research/apprenticeship)?
- 2. *Quality of the “Student Applicant Statement of Interest” Essays: 10 points***
  - Are the essays well developed and written clearly?
  - Does the student exhibit enthusiasm for the REAP experience?
  - Does the student have a sound understanding of what the REAP research activities will entail? Is the student prepared for engaging in the REAP experience?
  - Do the student essays articulate a clear relationship between the REAP project and the student’s academic goals?
- 3. *Appropriateness of the Budget: 5 points***
  - Is the budget itemized?
  - Is it clear why the items are necessary to the project?
- 4. *Faculty Recommendation and Honors Course Instructor Nomination: 5 points***
  - Does the student demonstrate good potential for planning and carrying out the proposed research activities in the time period allowed?
  - Does the student have both academic abilities and personal qualities that will enable him/her to undertake a successful summer research apprenticeship?

### **IV. Notification**

All student applicants and their faculty mentors will be notified of the review committee’s decision *in writing* by April 15. If the application is successful, the student and mentor will be asked to sign a Letter of Intent and will receive further program information, including procedures for receiving the stipend and expense award.

## V. REAP Requirements and Expectations (for successful applicants)

In addition to the expectation that the student-mentor team will conduct/complete the research project proposed in the application, the REAP award comes with the following requirements:

- a. **Final Report:** to be completed by the student, describing the project and findings (1500-2000 words).
- b. **Final Evaluation:** to be completed electronically by both the student and faculty mentor.
- c. **Letter of Appreciation:** to be written the student to the sponsoring donor(s).

**Presentation of Research:** REAP students are encouraged (though not required) to present the results of their research in an appropriate forum (e.g., to a class, to department majors and/or faculty, at an on- or off-campus conference).

*Questions?* [undergrad.research@unh.edu](mailto:undergrad.research@unh.edu)  
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