# SPUR ORIENTATION

**SUMMER 2019** 



# Congratulations and welcome to SPUR!



# AGENDA

- Introductions
- SPUR Conduct Expectations
- SPUR Policies
  - Program, Stipend, Attendance
- Mentor Expectations
- Campus Life & Life in Utah
- Other OUR Programs & Funding



## **OUR TEAM**

Rachel Hayes-Harb

Director

**Cindy Greaves** 

Program Manager

Katie Sexton

Administrative Assistant

Megan Shannahan

Program Manager

Stephanie Shiver

Program Manager

Leslie Cepeda Echeverria

Research Advisor



**Fadi Haroun** 

**Asal Kareem** 

Jae Miner

Ellie Rasmussen

#### UNDERGRADUATE RESEARCH LEADERS

- Students with research and OUR program experience
- Leaders hold office hours, present at OUR events, facilitates events with SPUR students, etc.



# OUR MISSION STATEMENT

...to facilitate and promote undergraduate student-faculty collaborative research and creative works in all disciplines throughout the University of Utah campus.



## INTRODUCTIONS

- Name
- Institution
- Where are you from?
- Major
- Year in school
- What are you looking forward to this summer?



## ICEBREAKER

- In small groups, come up with a list of five things you have in common.
- Be prepared to share with the large group.
- Be creative! Try to think beyond the obvious ("we like doing research") and physical characteristics ("we all have brown hair").



#### SPUR CONDUCT EXPECTATIONS

- Commit to all aspects of the program
- Conduct yourself in a professional manner
- Be on time to all events (plan accordingly)
- Read and respond to correspondence from the OUR in a timely manner
- Obtain and maintain certifications as needed
- Acknowledge support from OUR



 Spend 35-40 hours per week on research and other program-related activities for the entire duration of the program (May 22-August 1, 2019). You are not expected to work on University holidays (May 27, July 4, and July 24) and do not need to make those hours up (so you should expect to work a modified number of hours those weeks).



• Attend all bi-weekly meetings. These meetings will be held 9-10:30 AM on June 5, June 19, July 3, July 17, and July 31, 2019.



Responsible Conduct of Research

Intro to the IRB

Data Management

How to Read a Research Article

Writing an Abstract

Citation Management

Literature Reviews

Images in Scientific Writing

Creating Effective Research Posters

Reflection as Part of the Research Process

- Attend ALL weekly Summer 2019 Undergraduate Research Education Series (URES) events
- Seminars and workshops on topics of interest
- Located in the Marriott Library, Room 1150
- Don't forget to sign-in!





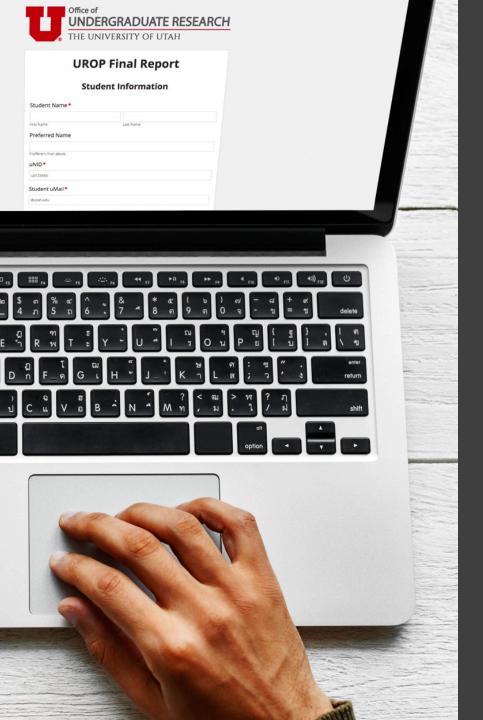
- Present your work (poster format) at the Summer Symposium (August 1, 2019).
- More than 100 presenters
- August 1, 2019, 9:00-12:00 PM
- Alumni House Ballroom





- Submit a one-page summary of your work or experience to the University of Utah Undergraduate Research Journal by July 30, 2019
- Submit abstracts, narratives, etc.





- Complete a SPUR Final Report by August 1, 2019.
- Reflects on both the research experience and participation in SPUR
- Link to the Final Report is always available online



#### ATTENDANCE POLICIES

- You are expected to attend all required program events.
- Generally, you can miss up to 2 URES events and 1 biweekly meeting.
  - If you know you will not be able to attend something, tell Megan immediately so alternative arrangements may be made!
- After three missed events, you'll need to meet with Megan.
   You may be dismissed from the program and forfeit the rest of the SPUR stipend if too much time is missed.



# MENTOR EXPECTATIONS

- Provide the student with a hands-on research
   experience that will require the student to spend 35 40 hours per week between research and program related activities for the duration of the program
- Clearly discuss specific research and work expectations with the student at the beginning of the program



# MENTOR EXPECTATIONS

- Be honest and straightforward with the student about their work
- Ensure that the student is certified as needed for, e.g., Human Subject Research, Animal Research, Laboratory and other Environmental Health, HIPAA, etc



# MENTOR EXPECTATIONS

- Support the student in completing all programmatic aspects of SPUR, including attending bi-weekly meetings and weekly URES events, presenting at the OUR Summer Symposium, and publishing an abstract in the University of Utah Undergraduate Research Journal
- Participate in SPUR activities to the extent the mentor's schedule allows (attending the opening luncheon (May 23), closing luncheon (August 1), and the OUR Summer Symposium (August 1))



- Details regarding expectations and/or requirements of the research will be negotiated between you and your faculty mentor.
- You will devise a schedule with your mentor to ensure you contribute the required number of hours to the program. This schedule will be in writing and signed by both you and your mentor.



https://our.utah.edu/wp-content/uploads/sites/12/2019/05/2019\_SPUR\_ScheduleWorksheet.pdf



As a SPUR participant, you are required to devise a schedule with your SPUR Mentor to ensure you contribute 35-40 hours per week to your research and program-related activities (with the exception of the first and last weeks of the program, and weeks that contain a holiday (May 27, July 4, July 24). This schedule must be in writing and signed by both you and your SPUR Mentor. Your SPUR Mentor (or designee), who serves as your direct supervisor, will receive a bi-monthly email from the OUR to confirm that you are progressing on your SPUR project as outlined in this schedule. You may be asked to produce this schedule as documentation if there is question about your progress. If you do not document this schedule or fail to meet this schedule, you may be dismissed from the program and forfeit the remainder of the SPUR stipend. We hope you find this worksheet helpful as you complete your SPUR Project!

Week/Dates	Work to be Done	# of Hours
May 22-25		
May 26-June 1		
June 2-8		
June 9-15		
June 16-22		
June 23-29		

- You may be asked to produce this schedule as documentation if there is question about your progress.
- If you do not document this schedule or fail to meet this schedule, you may be dismissed from the program and forfeit the remainder of the SPUR stipend.



 Your SPUR Mentor (or designee) who serves as your direct supervisor will receive a bi-monthly email from the OUR to confirm that you are progressing on your SPUR Project as outlined in this schedule.



- If your SPUR Mentor (or designee) indicates issues with your work, you will receive official notice from the OUR along with a plan for remedying the issue and a timeline for doing so.
- If you fail to meet the expectations outlined in this notice, you will be dismissed from the program and forfeit the remainder of the SPUR stipend.



- You will be hired as a temporary University of Utah Undergraduate Research Assistant to receive the SPUR stipend.
- You will be paid a taxable stipend of \$4,000 for between 35 and 40 hours of research and program-related activities per week from Wednesday, May 22 to Thursday, August 1. The SPUR stipend will be distributed in equal bimonthly installments.



#### SPUR STIPEND SCHEDULE

- **1** Friday, June 7
- 2 Friday, June 21
- **3** Friday, July 5
- 4 Monday, July 22
- 5 Wednesday, August 7

#### Don't forget to set up payroll direct deposit!



# NOTIMECARDS NO KRONOS NO IN/OUT PUNCHES



#### SPUR POLICIES

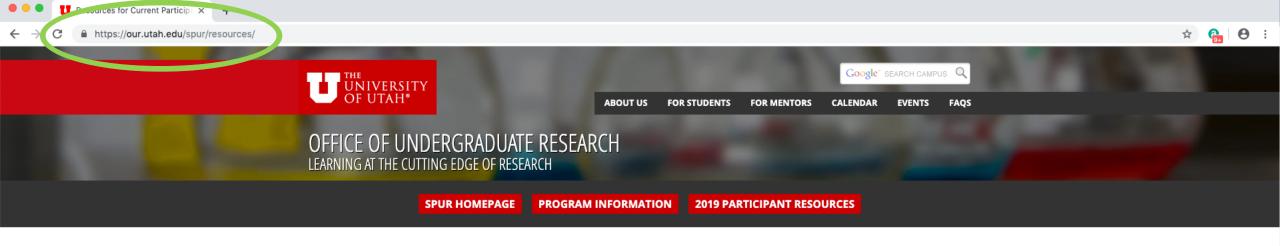
- If at any point you are unable to adhere to any SPUR policy, contact Megan immediately.
- Failure to meet SPUR Policies will result in a forfeiture of the SPUR stipend and dismissal from the program.



# RESOURCES WEBPAGE

- our.utah.edu/spur/resources
- Useful resources all in one place
  - Calendar, schedule worksheet, symposium registration, etc.
  - Direct deposit, CIS, W-4, etc.
  - Campus map, UTA, summer activities, etc.





#### RESOURCES FOR CURRENT PARTICIPANTS

Congratulations and welcome to SPUR 2019! On this page, you will find upcoming deadlines, useful tools, and other resources to help you make the most out of your SPUR Award.















# MENTOR-MENTEE AGREEMENTS

- Establish expectations at beginning of experience
- Think of what you hope to get out of the experience
- You do not need to fill out this form, but you can use it as a conversation guide



## PROGRAM CALENDAR

- Required and optional events
- Interaction with other programs
- Put events in your calendar now! (or however you keep track of these things)



# CAMPUS RESOURCES

- Campus map: map.utah.edu
- UTA (public transit)
- Library
- Computer labs
- Union
- Bookstore
- Campus shuttles: http://www.uofubus.com/



# LIFE IN UTAH

- Outdoor adventures
- Summer activities in SLC
- Things unique to the U



## HOUSING

- Welcome letter
- Take note of contact numbers
- No alcohol is allowed, even if you are 21



# WHAT'S NEXT?

- Today: Ucards/tour or more orientation
- Tomorrow: SPUR Opening Luncheon
- May 24: URES Responsible Conduct of Research, 12:30-1:30, MLIB 1150
- May 30: URES IRB, 1-2:00 PM, MLIB 1150
- June 3: URES Data Management, 12:15-1:15 PM, MLIB 1150
- June 5: Bi-weekly meeting
  - Prepare "Elevator Sentences"



# OTHER OUR PROGRAMS & FUNDING



- Failure to meet SPUR Policies will result in ineligibility for other OUR funding and the URSD.
- If you become ineligible for other OUR funding or the URSD, you may regain your eligibility.
- Contact the OUR for more information.





# UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAM (UROP)

- Semester-based research experience (120 hours)
- \$1,200 stipend
- Fall 2019 deadline: June 21, 2019





# SMALL & TRAVEL GRANTS

- SMALL: up to \$200 TRAVEL: up to \$500
- Available to all undergraduate students
- Must be working with an approved mentor
- Grants are awarded at the beginning of each month





# OTHER PRESENTATION OPPORTUNITIES

- Utah Conference on Undergraduate Research (UCUR)
- National Conference on Undergraduate Research (NCUR)
- Research on Capitol Hill (ROCH)
- Presentations in Spring, call for papers in Fall





## UNDERGRADUATE RESEARCH SCHOLAR DESIGNATION (URSD)

- Requires:
   two semesters of research
   presentation at the URS
   publication in the URJ
- Apply the semester you graduate



