Ronald E. McNair Scholars Program

&

Research Opportunity Program

Preparing Undergraduates for Graduate School

The University of New Mexico

2016-2017 Scholar Handbook

The Ronald E. McNair Scholars Program is 100% funded in the amount of $231,079 annually through a grant from the Department of Education Act of 1965, Title IV, Part A, Subpart 2.

Last Updated on 08/29/2016
**Forms you are required to submit to the McNair and Research Opportunity Program staff are pages 4-6 & 11** (Submit required documents upon request of McNair/ROP staff and note additional forms may be requested as needed/if applicable)
PROGRAM DESCRIPTION

Recognizing that diversity of scholars is integral to educational excellence, the University of New Mexico’s Ronald E. McNair Scholars Program and Research Opportunity Program (ROP) seek to produce scholars and researchers who will more accurately reflect the growing diversity in intellectual perspectives, life experiences, and cultures in academe.

Named after Dr. Ronald E. McNair, one of the first African-American astronauts, the Ronald E. McNair Scholars Program is committed to increasing the number of students in doctoral degree programs who come from low-income and first generation backgrounds, or who are members of traditionally underrepresented groups in academia, specifically African American, Hispanic/Latino and American Indian/Alaska Natives. The University of New Mexico McNair Scholars Program began providing services to 26 students in 1999. Today, there are over 150 programs across the country serving approximately 4,000 students. Similarly, the Research Opportunity Program at UNM provides a unique opportunity for 4-8 undergraduate students from groups traditionally underrepresented in graduate education and interested in pursuing a career in academics and research. Enriching experiences through program participation will prepare them for fulfilling graduate and professional careers. To participate, students must be considering study beyond the bachelor’s level. McNair and ROP Scholars are chosen each year to participate in scholarly and research activities during the academic year as well as to conduct graduate level research during the summer.

A primary focus of these programs is to prepare students for graduate studies. Scholars will have the opportunity to work closely with their advisors and faculty mentors who will help them achieve their academic goals as well as acquire skills to conduct high quality scholarly research. In these programs students will acquire knowledge about graduate education, a greater understanding about the accessibility of graduate education, as well as increase their chances of acceptance into a graduate program. During this process, McNair & ROP Scholars will become familiar with the research environment of a major university and establish a supportive network of academic professionals and peers across the nation.

The Ronald E. McNair Scholars and Research Opportunity Programs benefit from alliances with UNM’s Academic Departments, the UNM Office of Graduate Studies, and the support from the following programs: African American Student Services, Africana Studies, Alliance for Minority Participation, American Indian Student Services, College Assistance Migrant Program, College Enrichment Program, El Centro de la Raza, Graduate Resource Center, Lambda Theta Phi Latin Fraternity, Inc., Mentoring Institute, Native American Studies, Project for New Mexico Graduates of Color, Robert Wood Johnson Foundation, Student Support Services, The STEM Collaborative and Title V. The Ronald E. McNair Scholars Program is federally funded by a TRIO* grant from the U.S. Department of Education and the Research Opportunity Program receives funding from the state of New Mexico.

For more information on activities, seminars, GRE workshops, summer research, and meetings please visit us www.mcnairsite.wordpress.com

![Images of students engaged in activities related to the McNair Scholars Program.](images/1.png)
ABOUT DR. RONALD E. McNAIR

HELPING TODAY’S UNDERGRADUATE STUDENT RESEARCHERS BECOME TOMORROW’S LEADERS

“The true courage of space flight is not sitting aboard 6 million pounds of fire and thunder, as one rockets away from this planet. True courage comes in enduring, persevering, preparing and believing in oneself.”

Ronald E. McNair, an African-American engineer, scientist, and Challenger astronaut, was born on October 12, 1950, in Lake City, South Carolina. His perseverance in the face of poverty and prejudice led him to the successful completion of his Bachelor’s Degree, magna cum laude, in physics from North Carolina State University in 1971. Five years later, at the age of twenty-six, he earned a Ph.D. in physics from the Massachusetts Institute of Technology. Later, Dr. McNair was nationally recognized for his work in the field of laser physics and received many honorary degrees, fellowships, and commendations.

Dr. McNair’s achievements were not limited to academia. He was a sixth-degree black belt in karate and an accomplished saxophonist. He was the first person to compose a piece of music in space. In 1978, Dr. McNair was selected for the NASA space program and was the second African-American to fly in space. His life ended tragically on January 28, 1986 when the Challenger space shuttle exploded and crashed into the ocean, taking the lives of six other astronauts.

Dr. McNair spent a great deal of time encouraging people from underrepresented and low-income backgrounds to set the highest standards for themselves. In his brief but brilliant career, he proved that neither poverty nor discrimination could defeat a determined individual. The program that carries his name seeks to equip its scholars as he was equipped: with knowledge, faith, courage, and an unshakable will to succeed.
McNair/ROP Scholar Agreement Contract

In accepting the offer to participate in the Ronald E. McNair Scholars & Research Opportunity Programs at the University of New Mexico,

I (please print full name) ___________________________________ AGREE TO THE FOLLOWING TERMS & CONDITIONS SET FORTH BY THE MCNAIR & ROP SCHOLARS PROGRAM. Please list an emergency contact full name, relation, and phone #: ______________________________

Commitment:
- I fully understand that the purpose of this program is to prepare me for graduate study leading to a doctoral degree Ph.D. (McNair) or graduate/professional degree (ROP) and I am expected to give my full commitment to this goal.
- I am committed to making the McNair Scholars and Research Opportunity Programs a priority.
- I am aware that the UNM McNair/ROP program is a 2-year program (or until bachelor’s degree earned).
- I will conduct myself in a professional manner understanding that my behavior can have a positive or negative impact on the group as a whole.
- I will maintain at least a 3.0 GPA and work to continuously raise my GPA through graduation.
- I understand that the benefits I derive from the program are commensurate with the effort I put into the program. I will keep an open mind, learn from constructive criticism, and be a team player.
- I understand that my commitment to the program is demonstrated by my performance and attendance.

Advisement & Seminars
- I will attend, come prepared, and actively participate in ALL program events/activities, individual advisement and/or group meetings.
- I will be punctual at all meetings and activities with the full understanding that the McNair/ROP program keeps track of timely participation in meeting program requirements for my earned stipend.
- I will complete all assignments on time by the expected due date. If circumstances arise that hinder me from doing so, I will immediately communicate my situation to the program director and or senior program advisor and make appropriate arrangements to submit the required assignment(s).
- I will meet with my advisor or project director once a week (1st Year Scholars) and bi-weekly (2nd Year Scholars) contingent on the advisement schedule.
- Confirmation of all appointments with my McNair/ROP advisor is my responsibility. If needed, I will make sure to reschedule meetings in advance with my McNair/ROP advisor if I cannot attend our regularly scheduled appointment time.
- If circumstances arise and I miss a seminar or advisement meeting, attend late or leave early, I must contact BOTH the project director and advisor ahead of time via e-mail and follow-up to receive missed material and information. All absences will require completion of a comparable alternative assignment decided upon by project director and or advisor.

Faculty Mentor & Independent Research
- I understand that I am responsible for finding a faculty mentor I am interested in working with, and the McNair/ROP program will provide guidance as necessary.
- Once I have secured a faculty mentor, I will immediately schedule a meeting with my faculty mentor and go over the independent research requirements outlined on pg. 13 of the stipend criteria checklist of my scholar handbook, and begin outlining a research plan.
- I understand it is my responsibility to schedule regular meetings as needed with my faculty mentor and keep him or her updated with my research progress and any other relevant McNair & ROP requirements.
- When I meet with my faculty mentor I will come prepared, and actively share my ideas and participate in the meeting.
- I understand that it is my responsibility to communicate what I need from my faculty mentor and I will not make any assumptions.
- I will adhere to the research plan developed by my faculty mentor and me. I will submit a research plan to my McNair/ROP advisor or director that is approved by my faculty mentor.
UNM McNair/ROP Retreat & Summer Internship

- I will participate in the retreat. (May 16-17, 2017)
- I will participate in the 4 components of the summer internship at UNM. 1) Independent Research, 2) Research & Graduate Strategies course, and 3) Graduate Record Examination (GRE) summer prep course 4) Research and grad school application workshops (June-August 40hrs/wk)
- I will complete the GRE exam- Pre-Test & Post-Test (during the summer), & Actual Test (July, August or September 2017).
- I am clear that UNM McNair/ROP does not award scholarships, but an earned stipend upon completion of all required benchmarks during the summer research internship outlined on pg. 13 of the stipend criteria checklist.
- I will complete all assignments on time by the expected due date. If circumstances arise that hinder me from doing so, I will immediately communicate my situation to the summer instructors and program director and or senior program advisor, and make appropriate arrangements to submit the required assignment(s).
- I will present my research at McNair/ROP Summer Research Symposium at UNM in July, 2017.

Conferences

- I will present my research both orally and via poster at the 2017 UNM McNair Scholars Research Conference, and attend all parts of the conference.
- I understand that I may have the opportunity to present my research at an out-of-state conference. I further understand that sponsored travel by McNair is a benefit and privilege for scholars who have met the standards of the McNair/ROP Program. Sponsored travel to an out-of-state conference is not guaranteed nor required, and selection is based on the following: availability of program funding, travel selection criteria/policy specified on pg. 14 of the scholar handbook, and final approval of the program director.

Graduate School/Tracking

- I will apply to graduate schools the fall before I graduate, and be enrolled in a graduate program the fall immediately following my graduation.
- If for any reason I choose not to apply to graduate school, I understand that my actions will have an adverse affect on UNM McNair/ROP Program’s ability to continue to provide services to future scholar participants.
- I will apply to a minimum of three graduate schools for graduate study (including UNM if relevant).
- I understand that if I am a McNair scholar, I may receive graduate application fee waivers and I will schedule an appointment with the program director when it is time to apply to obtain the waivers.
- I agree to release the following information to the project director and or senior program advisor: UNM grade reports, financial aid award notices, SSN, and any other information from academic records pertaining to my enrollment in the McNair/ROP Scholars Program.
- I understand that all privileged information kept by the McNair/ROP Program is stored on secured drives, and will not be shared with anyone outside of the program staff.
- I understand that the McNair/ROP Program is required to report on the progress of their students up to 10 years after completion of a bachelor’s degree. I will do my best to keep in touch with the program knowing that my cooperation in completing any follow-up surveys required of the program for the Annual Performance Report to the Federal Department of Education will allow McNair to continue serving future scholar participants.

Publicity

The McNair/ROP Program is required by federal code to inform the UNM community of student outcomes. To this end, we may publicize the activities and successes of our students in the form of newsletters, campus mailers, etc. This information may include photos, videos, summaries of research projects, universities attended, and degrees earned.

☐ I hereby authorize the staff of the UNM McNair/ROP to use any of the information/items listed above for the use of marketing and/or promotional purposes

☐ I DO NOT authorize the staff of the UNM McNair/ROP to use any of the information/items listed above for the use of marketing and/or promotional purposes
SATISFACTORY PERFORMANCE MEANS:

- Attendance at ALL seminars/workshops, scheduled meetings with project director or advisor, summer and academic year research, presentation at a research symposium, and other required meetings. Exceptions may require a written explanation approved by project director or advisor prior to the scheduled event.
- Scholar must maintain a professional working relationship with McNair/ROP staff, faculty, and fellow scholars.
- Scholar is willing to learn, receive constructive criticism and be a team player.

UNSATISFACTORY PERFORMANCE & SCHOLAR CONSEQUENCES:

Failure to Meet Program Expectations/Breaking Contract Agreement

- All absences require a phone call or an appointment to meet with the program director or advisor to explain the reason for absence. **Three or more unexcused absences from program events are grounds for dismissal.**
- Unprofessional behavior at any of the program seminars and events are grounds for dismissal.
  - Unprofessional behavior includes but is not limited to: inappropriate conduct either via email, phone, or in person at any event/meeting with peers, staff and or faculty.
  - Scholars that fail to comply with program expectations and are released from the program are subject to reimburse the program for funding and programming time up to $9,000.

I hereby certify that I have read and understood the terms of this scholar agreement. I fully understand the meaning and agree to the conditions for acceptance and/or continuation in the University of New Mexico McNair/Research Opportunity Scholars Program. I understand that at the conclusion of each regular semester the program director or advisor will discuss my eligibility to continue in the program. I further understand that failure to comply with the rules governing the program is grounds for my dismissal. My eligibility to continue as a McNair/ROP Scholar is also affected by changes in the direction of my originally stated academic and career goals, such that they no longer fit the program mission. As long as I meet all the program expectations and maintain good standing and quality of work, I am eligible to continue in the program and receive program benefits.

__________________________  ____________________________
Scholar Signature                Date

__________________________  ____________________________
Advisor Signature               Date

__________________________  ____________________________
Program Specialist Signature    Date
Ronald E. McNair Program / Research Opportunity Program

THE NATIONAL MCNAIR SCHOLAR PLEDGE®

I ______________________ will strive to honor and respect the legacy set forth by Dr. Ronald E. McNair and former McNair & ROP scholars. I will work earnestly toward the realization of my educational goals. I will embrace the challenge of attaining baccalaureate and post baccalaureate education through hard work, perseverance, and persistence. I will strive to overcome any obstacles, barriers and limitations that might hinder, derail, or prevent my educational attainment. I will endeavor to achieve excellence by conceiving of and believing in excellence in my personal, professional and academic endeavors. I will observe high ethical, moral and academic standards. I understand that I must be trustworthy, honorable and noble. I will respect myself, my peers, and the people who contribute to my personal and academic success. I will graciously extend myself and service to the uplifting of future TRiO students and promising scholars. I will be a part of the solution and not the problem; I am a (McNair/ROP) Scholar and I believe in the words of Dr. McNair: “Whether or not [I] reach [my] goals in life depends entirely on how well [I] prepare for them and how badly [I] want them.” With this pledge, I hereby accept the responsibilities and privileges of induction into the Ronald E. McNair Scholars & Research Opportunity Program.

Conceived and Authored by Wallace Southerland III, Ph.D., Associate Director, McNair Program at the University of Maryland, College Park and Cheryl Bailey Gittens, Director McNair Scholars Program at Virginia Polytechnic Institute and State University with contributions by members of the national McNair Scholars community ©May 2009 University of Maryland, College Park and Virginia Polytechnic Institute and State University McNair Scholars Programs. Revised 9/13/13 by UNM McNair Scholars & Research Opportunity Program.
REGULARLY SCHEDULED MCNAIR/ROP ACTIVITIES

SEMINAR SERIES
The McNair and Research Opportunity Programs offer a series of seminars which train them in research writing and design, presentations, public speaking, networking, funding & career opportunities, selecting and applying to graduate school and learning about the culture of academia. Seminars are designed to assist and motivate scholars to formulate academic goals and to enhance the climate of support necessary for success in graduate school. The seminars also help strengthen McNair and Research Opportunity Scholars’ relationships with each other and with their faculty and/or research mentors.

If a scholar has to miss a seminar and has notified/received approval from program director and or senior advisor of the program in advance, scholars will be required to complete a makeup assignment for the seminar that was missed and submit the assignment via email to the senior program advisor by the designated deadline assigned. Scholars are expected to attend and participate in all seminars. There may be additional events not listed here that we may require or encourage your attendance. You will be notified of any changes or additional events well in advance.

PROGRAM ACTIVITIES CALENDAR 2016-2017*

August 2016
- Seminar: Saturday August. 27- 8:00am-12:00pm. TBD

September 2016
- Seminar: Saturday Sept. 10 – 8:00am-12:00PM TBD
- Sept. 29-30 - UNM McNair Research Conference at the UNM SUB
  o Attendance is not mandatory for new scholars and we do not expect you to register to attend. However, we highly encourage you to attend the poster presentation session and as many oral presentations as possible to show support for undergraduate research. Those events are free.
- Visit mcnair.unm.edu to view a schedule.

October 2016
- Seminar: Saturday Oct. 8- 8:00am-12:00pm. TBD
- Beginning the week of Oct. 8- Weekly Advisement.
  o We will send out invitations for advisement.
  o The advisement times should be at the same time every week

November 2016
- Seminar: Saturday Nov. 19- 8:00am-12:00pm. TBD
- Weekly Advisement

January 2017
- Seminar: Saturday Jan. 28- 8:00am-12:00pm. TBD
- Weekly Advisement

February 2017
- Seminar: Saturday Feb. 25- 8:00am-12:00pm. TBD
- Weekly Advisement

March 2017
- Seminar: Saturday March 26- 8:00am-12:00pm. TBD
- Weekly Advisement

April 2017
- Induction Ceremony: UNM SUB. April 3-6:00pm- 8:00pm
- Seminar: Saturday April 22- 8:00am-12:00pm TBD
- Weekly Advisement

May 2017
- Retreat- May 16-17 All Day- Sevilleta, NM

June 2017
- Summer Internship June 5-30
  o GRE Prep Class and Graduate Studies Seminar Mon-Fri 8am to noon

July 2017
- Summer Internship July 3-29
  o 3 days a week for 2 hours
- Summer Research Symposium July 9-10 9:00am-5:00pm
Please see the seminar schedule online at http://mcnairsite.wordpress.com/seminars/ for details.
OTHER REGULARLY SCHEDULED MCNAIR/ROP ACTIVITIES

MCNAIR/ROP SCHOLARS RETREAT

A retreat hosted by the UNM McNair and Research Opportunity Programs is designed to help prepare scholars for the rigorous McNair and ROP summer research component. Scholars engage in a two-day overnight retreat off campus during which they are orientated on summer program expectations, provided with time management strategies, GRE preparation schedule, and leadership development tasks. Scholars leave the retreat with complete understanding of the expectations of the McNair and Research Opportunity Programs, a closer bond with fellow scholars, which helps foster a more supportive environment for future program activities, and a well developed individual plan for each scholar’s entrance into graduate school. All scholars are expected to attend this retreat on May 16-17, 2016. Failure to attend may result in dismissal from the program.

CONFERENCE TRAVEL

McNair Research Conferences provide scholars the opportunity to explore graduate study as a realistic option through workshops, panel discussions and other activities. The central component of the conference focuses on McNair/ROP Scholar research presentations. Thus, scholars have opportunities to present their research as well as explore research conducted by other McNair Scholars from around the country. Numerous networking opportunities exist between McNair scholars from around the country, graduate school representatives, and faculty members from other universities.

GRADUATE RECORDS EXAMINATION (GRE)

Scholars will find that most graduate school programs require a Graduate Record Examination (GRE). The GRE General Test consists of three measures: verbal reasoning, quantitative reasoning, and analytical writing. In order to effectively prepare for graduate study, scholars must be prepared for the GRE examination. Therefore, during the summer semester, participants attend small group seminars, taught by an experienced instructor, designed to increase competency in the Verbal, Quantitative and Analytical sections of the exam. All scholars graduating in 2017 or 2018 are expected to take the GRE within 6 weeks of taking the GRE preparatory class.

GRE 50% Off Discount Vouchers

Our program is allotted a limited amount of 50% off GRE Fee Vouchers that are only available to McNair Scholars. However, everyone may be able to get the same type voucher through UNM's financial aid office. Financial aid will provide some information for the form and the rest you must complete and mail off to the address listed on the form. Please keep in mind that you must allow 4 weeks or more for ETS to process your request.

For National Programs in the United States GRE Fee Reduction Certificates/Vouchers are also made available to the following programs: http://www.ets.org/gre/revised_general/about/fees/reductions/

Ronald E. McNair Postbaccalaureate Achievement Program (The McNair Scholars Program)
Project 1000 Program
Gates Millennium Scholars Program
GEM: National Consortium for Graduate Degrees for Minorities in Engineering and Science Program
PREP: Postbaccalaureate Research Education Program
FACULTY OR RESEARCH MENTOR RESPONSIBILITIES

The role of a faculty or research mentor is to assist in selecting and designing an appropriate project that can be completed in an academic summer semester and supervise all research-related activities. The mentor should direct the scholar to the appropriate background literature and provide training and assistance for the scholar to learn required techniques or procedures. In addition, the research mentor will be asked to review and critique a rough draft of the proposal, abstract, literature review, methodology and final paper. The faculty or research mentor should be available to offer support and advice for graduate school opportunities. We encourage our faculty research mentors and scholars to co-author and publish the final research paper.

SCHOLAR RESPONSIBILITY TO MENTORS

Remember that when you are working with any faculty, staff, or professional member of the community, you not only represent yourself, but you also represent the Ronald E. McNair Scholars and Research Opportunity Programs. Your words and actions will either open or close the doors for scholars that follow in your footsteps.

In order to respectfully and professionally maintain your working relationship with your mentor, please be sure to do the following:

1. Set appointments with your mentor in advance. Always meet those appointments! Try to meet every week during the spring and summer semesters.
2. After each appointment, send a follow-up e-mail in which you summarize the list of “action points,” or research activities upon which you and your mentor have agreed.
3. A day or two before you meet with your mentor, send a reminder e-mail. In this e-mail, explain what you have done since your last meeting, what you would like to accomplish at this meeting, and any questions you might plan to ask.
4. Be committed to your work; have the dedication that both the research and your mentor deserve.
5. Above all else, always conduct yourself as a professional and a scholar.
FACULTY MENTOR AGREEMENT

Please review and complete this agreement form thoroughly. Note sections marked with * are required.

*Full Name: __________________________

*Dept. Chair or Supervisor _______________________________

*Department: ______________________________

*Dean or Director _________________________________

*Org. Code _____________________

*Full or Part Time________________________

*Title/Rank: _______________________________

Campus Phone: _________________________

Campus Address: ____________________________________________

*E-Mail: _________________________________

*Required: Faculty Banner ID #_______________

Scholar Name:________________________________________

I accept the offer to serve as a faculty mentor for a 2016-2017 McNair or Research Opportunity Program Scholar. I understand the purpose is to encourage students with academic potential to pursue graduate and doctoral study and research. By accepting this offer, I agree to participate fully, and satisfy all requirements stated below.

(Please read carefully and initial each line)

___ Serve as mentor to Scholar during the Summer Research Internship

___ Attend mentor orientation and or arrange individual meetings with program staff

___ Provide guidance to Scholar in selection of research project

___ Provide guidance to Scholar in writing the research proposal and other components of academic research

___ Supervise Scholar’s research work hours and activities. This requires that Scholar spend at least 30 hours conducting research each week during the 8-week long Summer Research Internship

___ Meet with Scholar regularly throughout the academic year and during the Summer Research Internship

___ Participate in seminars as requested (and if possible)

___ Assist Scholar in identifying appropriate graduate programs and funding available

___ Provide guidance to Scholar to submitting research proposal to a professional organization or publication

___ (UNM main campus faculty only) I understand that as a McNair or ROP faculty mentor I will receive a $500.00 stipend at the conclusion of the summer for my participation. (McNair/ROP programs are unable to compensate mentors outside of UNM main campus.)

**I have read and agree to the terms and conditions of the UNM Ronald E. McNair and Research Opportunity Programs Faculty Mentor Agreement. I understand that my $500.00 stipend is contingent upon my adherence to this agreement.

Please Print Name __________________________ Signature __________________________ Date / / 

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Office Use Only

Received:___________ / ___/____

*The Ronald E. McNair Scholar’s Program is 100% funded in the amount of $231,079.00 through a grant from the U.S. Department of Education under the Higher Education Act of 1965 Title IV, Part A, Subpart 2
ASSIGNMENT SUBMISSION POLICY

The following policy refers to all assignments (e.g. research proposals, methodology, literature review, final paper, power point presentation and/or poster etc.)

- You must turn in assignments electronically to mcnair@unm.edu
- For electronic copies of your paper and presentations, please attach file and save the file in the following format: Last Name, First Name, Final Paper
- Example: Doe, John, Final Paper or Doe, Jill, Presentation
- In the Email Subject Line, type the file name using the above format.
- All files need to be Microsoft Word.
- Please do not use PDFs or JPEGs. If you need charts/graphs/pictures, please format and embed these into the Microsoft Word document.

ATTENTION:

- Name, Program and Cohort Year (e.g. McNair/ROP, 2016-2017), Title and Date need to be on all materials.
- Assignments are expected to be reviewed by Faculty Mentor before submission and will be formatted according to your discipline (e.g. APA, MLA, Chicago).
- If you have more than one version of an assignment due to revision, please note this on the document.

Expectations of Professionalism

- All assignments are expected to be scholarly and abide by the University policies on academic honesty and integrity as given in the UNM Pathfinder. Violations of these policies will not be tolerated.
- All assignments are expected to be turned in on time unless arranged with the PROGRAM SPECIALIST or ADVISOR directly with proper documentation (i.e. doctor’s note, meeting).
- All assignments should be well-organized, legible, labeled and hard copies should be STAPLED.

SUMMER RESEARCH INTERNSHIP PROGRAM

SUMMER RESEARCH FOR FIRST YEAR SCHOLARS

Research methodologies and techniques are some of the most valuable tools for graduate school education. Beginning a research career early not only makes the student more attractive to graduate programs, but will also help in adjusting to the rigors and flow of graduate student academic life. Summer undergraduate research programs provide invaluable opportunities to learn new research techniques, explore different fields and disciplines of interest and acquire skills and experience that will contribute to future success.

The UNM McNair Summer Research Internship opportunity is available to all scholars each year. This internship runs from June through mid-August. During this time scholars average 40 hours per week of combined research, GRE prep and graduate studies seminars. During the month of June, 20 hours will be spent in the following classes: GRE Prep and a Research and Culture of Academia class, and another 20 hours are spent on the scholar’s individual research. In July GRE Prep reduces to 10 hours and individual research increases to 30 hours. Participants are provided up to a $2,800.00 stipend paid in increments throughout the Summer Research Internship. Payment is dependent on the timely submission of each of the research paper components. Time and progress of research is documented through the faculty mentor and the participant is required to submit a final publishable research paper at the end of the summer.
McNair/ROP STIPEND CRITERIA CHECKLIST (DRAFT COPY)

SUMMER 2017

ATTENTION: In order to receive a full stipend, ALL scholars must meet ALL criteria and deadlines. Stipends will not be generated until ALL listed criteria are met. Payments are processed as a group because UNM stipend procedures require approval from several departments. Therefore scholars who do not submit their requirements on time may delay payment for the entire group. Payment dates are not guaranteed so make prior arrangements to meet your financial need. Please submit all assignments via email to mcnair@unm.edu

First Stipend: $1,000
☐ Scholar Agreement
☐ Faculty Mentor Agreement
☐ Satisfactory Seminar and Advisement Attendance
☐ Direct deposit set through bursar account
☐ Retreat Attendance (May 16-17)

Second Stipend: $1,200
☐ Annotated References/Bibliography (Due: May 22)*
☐ Research Plan (Due: May 22)*
☐ Satisfactory Class Attendance: factored in when issuing all stipends.
☐ GRE Pretest (Due: June 5) www.ets.org
☐ Draft of Grad Application Matrix: List of 3 schools, deadlines, requirements, list of 1 fellowship (Due: June 12)
☐ Literature Review (Due: June 12)*
☐ Approval Form #1 (Due: June 12)

Final Stipend: $600
☐ Satisfactory Attendance
☐ Completed Research Proposal or IRB Application Form (Due: June 30)*
☐ Prime Abstract (Due: June 30)
☐ Draft statement of purpose (Due: July 7)
☐ Participation in summer oral research presentations: (July 13 & 14)
☐ GRE Sign Up (Due: July 17)
☐ Grad Application Matrix: (Due: Aug. 7)*
☐ Final Research Paper, Poster (electronic version) & Power Point (Due: Aug. 7)*
☐ Approval Form #2 (Due: Aug. 7) Requests for final stipend payment will be submitted when all requirements are met.

* Must be submitted to faculty mentor for approval before sending to McNair/ROP staff

Attention: Payment dates are not guaranteed. We are at the mercy of the University Accounting System. McNair/ROP will do as much as possible to get payment to you on a timely basis. Direct Deposit Required!

The Ronald E. McNair Post-Baccalaureate Achievement Program is 100% funded in the amount of $231,079.00 through a grant from the US Department of Education Act of 1965 Title IV, Part A, Subpart 2.
SELECTION CRITERIA FOR ANY TRIP SPONSORED BY UNM MCNAIR/ROP: Campus visit and/or conferences (national, regional, student, OR professional)

Sponsored travel by McNair/ROP is a benefit and privilege for scholars who have met the standards of the McNair/ROP program. Sponsored travel to a conference is NOT guaranteed, and selection is based on the following: availability of program funding, final approval of the program director, and the travel selection criteria/policy specified below.

Preference will be given to scholars who meet ALL of the following criteria:

- Must have completed UNM McNair/ROP's Summer Research Internship with satisfactory performance.
- Are applying to graduate school in the academic year that one will travel
- Are scheduled or have already taken the GRE and or MCAT/LSAT etc., whichever is applicable (verification required)
- Are presenting at the conference (If conference trip verification required)
- Maintained satisfactory progress toward the completion of their degree
- Participated with outstanding attendance in the McNair/ROP summer research internship classes and met all requirements of the summer research project in a timely manner
- Satisfactorily attended all advisement sessions and seminars unless otherwise noted
- Taken part in all pertinent activities sponsored by the McNair and Research Opportunity Programs
- Has consistently demonstrated professional behavior throughout their participation in the program
- Scholar has been accepted or are applying for admission in a graduate program at the university they are requesting to travel to (If campus visits and or conference trip verification required)
- Made prior arrangements of meetings with graduate academic departments and faculty (verification required)

IMPORTANT NOTICE
Due to the organizational requirements and financial commitments involved in planning trips, scholars who have requested and been selected to travel on a McNair/ROP sponsored trip must be 100% certain they are able to travel. If a scholar cancels without a justified reason after committing to the trip and travel expenses have been paid by the program on behalf of the scholar, the scholar may have to reimburse the program and or forfeit their opportunity of future trips or events sponsored by the program. If unforeseen circumstances arise, they must immediately notify the McNair ROP Director or Senior Advisor.

PREREQUISITES FOR SCHOLAR'S TRAVEL EXPENSES
(McNair/ROP Trip vs. Non-McNair/ROP Trip)
There are two types of trips that we sponsor: a group trip and individual trips. Group trips are much easier for students because individual trips require a fair amount of documentation prior to the trip. If, scholars must formally request funding from the program specialist and obtain preliminary verbal approval prior to filling out and submitting a Travel Request Form, justification for the trip, projected expenses (meals, transportation, etc.), registration materials, conference agenda (and abstract, if presenting), official invitation, duration of the trip, and follow-up reporting for any reimbursement of travel funds. The program office is available if students need to make phone calls or check websites, but again McNair/ROP does not make travel arrangements for students, unless arrangements are made for group travel. Lastly, McNair/ROP may or may not be able to cover all travel costs students are requesting.
McNAIR/ROP SCHOLAR’S GRADUATE SCHOOL PLAN

This Scholar's Educational Plan form must be completed while meeting with the advisor or program Specialist.

Name: ______________________________ Cumulative GPA: _______ Major GPA: ______________

Current class standing/classification (check one):    Junior    Senior    5th year Senior

Academic Major: __________________________ Department __________________________

GRADUATE SCHOOL PLANS

Expected Graduation Date (Undergraduate):   Expected Matriculation Date (Begin Graduate School):

<table>
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<th></th>
<th>May</th>
<th>20____</th>
<th>Fall</th>
<th>20____</th>
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<td></td>
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INSTITUTION(S) AND/OR GRADUATE PROGRAM(S) IDENTIFIED

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<th>Graduate Program</th>
<th>Informational Interview Date</th>
<th>Received</th>
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<td>1st Graduate Program</td>
<td>1st Informational Interview Date</td>
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<td>2nd Informational Interview Date</td>
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APPLICATION INFORMATION:

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<th>Graduate Program</th>
<th>Application Due Date</th>
<th>Accepted</th>
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<td>2nd Institution</td>
<td>2nd Graduate Program</td>
<td>2nd Application Due Date</td>
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<td>3rd Institution</td>
<td>3rd Graduate Program</td>
<td>3rd Application Due Date</td>
<td>3rd Accepted</td>
</tr>
</tbody>
</table>

The above listed are institutions that I am interested in, have requested materials from, and am planning to submit a completed application.

Scholar Signature ________________________________ Date __________

Advisor Signature ________________________________ Date __________

Program Specialist Signature ________________________________ Date __________
FINDING FUNDING SUPPORT FOR GRADUATE SCHOOL & ADDITIONAL WEB RESOURCES

UNM McNair & ROP Scholars Website www.mcnairsite.wordpress.com

Peterson's Guides
Basic information about most U.S. colleges and universities offering graduate programs
http://www.petersons.com

Graduate Record Exam (GRE) Website
Includes GRE practice materials, reference information, and sample tests
http://www.gre.org/

Educational Testing Services (ETS) Website
Information on other tests (GMAT, MCAT, etc.)
http://www.ets.org/

Ford Foundation
A funding agency whose goals are to strengthen democratic values, reduce poverty and injustice, promote international cooperation, and advance human achievement.
http://www.fordfound.org/

National Science Foundation
A government agency devoted to scientific research. The NSF is also a potential funding source for pre- and post-doctoral study.
http://www.nsf.gov

National Institutes of Health
A government agency devoted to medical and health research. The NIH is also a potential funding source for pre-and post-doctoral study.
http://www.nih.org

Fulbright Program
A funding source for both pre-and post-doctoral study, the Fulbright Program provides scholars with the opportunity to create and conduct a research project abroad.
http://www.iie.org/TemplateFullbright.cfm?section=Fullbright1
CONTACT INFORMATION

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Website: [mcnair.unm.edu](http://mcnair.unm.edu)

Location: Third Floor of Mesa Vista Hall in Suite 3019

Address: Ronald E. McNair Scholars &  
Research Opportunity Programs  
College Enrichment/Outreach Programs  
MSC06 3840  
1 University of New Mexico  
Albuquerque, New Mexico 87131-0001