



# STUDENT HANDBOOK

*2009-2010*

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## Welcome letter from the Coordinator

*Dear Student:*

*Welcome to the Undergraduate Research Opportunity Program (UROP). UROP seeks to give you an opportunity to engage in exciting research that will enhance your learning experience at UM-Flint. You will have the chance to explore learning outside of the traditional classroom setting by participating in a variety of creative projects. It is our hope that the research skills you develop will prove beneficial in your academic and professional endeavors.*

*The Office of Research staff and our faculty partners have high expectations for you as a researcher. We hope you will be active in learning – asking questions, reading related research materials, and maintaining communication with your faculty sponsor as the research progresses.*

*We strongly encourage your feedback about the program as well as suggestions on improvement for next year.*

*Again, welcome to the program. It is our goal to assist you in having a productive and fulfilling research experience at our University.*

*Sincerely,*

*Andre Louis, Coordinator  
Undergraduate Research Opportunity Program*

## UROP Mission

The mission of the Undergraduate Research Opportunity Program (UROP) at UM-Flint is to enrich the academic experience of undergraduate students while providing valuable assistance to faculty researchers. Additionally, this program is intended to lend support – training, mediation, and otherwise – to both the faculty researcher and the student throughout the life of the project.

## Goals

- To promote research opportunities for undergraduate students.
- To develop and facilitate research partnerships between students and faculty researchers in all disciplines.
- To enhance the student's knowledge of research skills.
- To foster student learning through effective and informational training workshops and initiatives.
- To ensure that the program is equally beneficial to both the student and the faculty member.

## Benefits of UROP

*UROP will put you in the center of the research community here at UM-Flint. You will gain skills and knowledge not always found in the classroom, and will explore an academic field in a unique and rewarding fashion. The program will help you gain practical experience and give you a sampling of the research process. Here are some of the benefits of being involved with UROP:*

### **Working with UM-Flint Faculty and Staff**

Working with faculty and staff can lead you to a longstanding and beneficial academic relationship. This relationship can guide you throughout your undergraduate career as well as into graduate or professional school and even in your chosen career.

### **Work Experience**

UROP will provide a real work experience. As a student participant, you will be expected to work on a regular basis, work independently, as well as a member of a team. You will be able to interact with individuals representing many diverse backgrounds. This experience can be a foundation for future employment and other opportunities.

### **Research Experience**

Through UROP, you will acquire invaluable academic skills which can benefit your courses and future research endeavors. These range from tangible skills such as library navigation, computer, and laboratory skills as well as abstract skills such as providing you the ability to pose important questions, solve problems, think analytically, and work independently.

## Program Overview and Requirements:

*UROP students work on research projects under the supervision and guidance of a faculty sponsor. Before doing so, they must follow the guidelines established for the program:*

### **Time Commitment:**

You will generally spend between 1-10 hours per week working on a project. The time commitment is determined by the faculty sponsor.

### **Role of the Office of Research:**

The Office of Research provides the *support* for the research projects. Particularly, we help locate projects, handle the administrative duties associated with employment, and resolving any issues or concerns you have with the details of your project.

### **Program Requirements:**

- UROP Student Application
- Attendance in a one hour orientation session (all newly admitted UROP students)
- Certification in *at least one* module of PEERRS
- Complete a UROP Contract for each project worked (**see UROP Contract; page 6**)
- Must be currently enrolled student, in *at least one* 3-credit course
- **Employment paperwork** (for all PAID students, **see pages 8**)

## Finding a Project

*After you are officially a UROP student, you need to find a project. While we are happy to match you to one of the registered UROP projects, you are also welcome you to find your own faculty to work with. If you have a faculty sponsor with whom you are working, you can proceed in completing a UROP Contract (see page 8). If you have not found a project, here are few suggestions:*

1. Think about the areas of research that interest you. (but keep in mind that you can select projects from any discipline).
2. Be proactive in searching for faculty with research projects; talk to your professors and/or faculty in your department of interest. Also meet with the Deans and department heads to see what research is being done in your area.
3. Check the UROP website for available projects
4. Contact faculty by email to express your interest. A sample email:

*Dear Professor \_\_\_\_\_,*

*My name is \_\_\_\_\_, and I am very interested in doing research in (subject area). I am a \_\_\_\_\_ year student majoring in \_\_\_\_\_ with a \_\_\_\_\_ GPA. The courses I have taken include: \_\_\_\_\_. Ultimately, I would like to (list your goals).*

*I have reviewed your profile and am interested in the work that you have done. I was intrigued by your article “\_\_\_\_\_”. I would like to get involved in research like this because it will help me \_\_\_\_\_.*

*Would it be possible for us to meet and discuss being involved with your research? I am available **Days and Times**. I look forward to hearing from you.*

*Sincerely,  
Name*

## Interview Tips:

You may be required to interview with a faculty sponsor prior to working on a specific research project. If the faculty sponsor has called you for an interview, it is important to be well prepared. Being prepared will put you in a better position to land a research project and help ensure that it will be a good fit for you.

## What to Do *BEFORE* an Interview:

- Contact the faculty sponsor (by email, phone, or visit) to set up a meeting.
- Thoroughly review the project description and any other literature about the faculty's project (articles, department bulletin boards, newsletters, etc.)
- Formulate questions to ask, like:
  - When do you expect this project to be completed?
  - Could you describe the tasks I would be doing?
  - Will I have the opportunity to take on more responsibilities as the project progresses?
  - What hours would you like me to work? Are these hours flexible?
  - Is there any outside training or background reading that you would like me to do in order to prepare myself to work on your project?
  - When should I expect your decision?

## What to Do *AFTER* an Interview:

- Send the faculty sponsor a thank-you email. This is a common courtesy that will remind the faculty sponsor who you are and will leave them with a positive impression.
- As the faculty sponsor has made their decision, they will notify you.
- If you are not accepted for the project, don't give up! Work with the Office of Research to search for another project.
- If you are accepted for a project while you are interviewing for another project, you should inform the other sponsors of your decision. Be courteous!
- If you decline a project, be sure to send the faculty sponsor an email to thank them for their time.

## Beginning Your Project

### UROP Contract

Before you can officially begin your UROP project, you must complete a UROP Contract. The contract includes the type of compensation you will receive, the agreed upon number of hours you will work, and the hourly rate you will earn (UROP students earn between \$8-\$12/hr). **In order to receive UROP compensation, both you and your faculty advisor must sign the contract.** The UROP contract can be picked up in our office 530 French Hall or downloaded from the UROP homepage at: <http://www.umflint.edu/research/UROP>.

**\*Note: A UROP Contract must be provided** *each time you start a new project or if there are salary changes in an existing project.*

## UROP Compensation

*One of the unique features of UROP is the fact that students are compensated for working on research projects. Students who participate in UROP can earn wages, work-study funds, volunteer points, or class credit for their participation.*

### **Paid wages**

Students can earn up to \$500\* during the Fall semester, \$500\* during the Winter semester, \$250\* during the Spring semester, and \$250\* during the Summer semester. In some instances, faculty sponsors write grants requesting funds to pay student assistants. If your work is also grant-funded, you may only be compensated using one funding source at a time (i.e. getting paid through the grant first and through UROP once your grant funding is completed). No “double dipping” (using multiple funding sources at one time to pay for one position) will be allowed. **Also important to note: if you are not enrolled during Spring/Summer semester but are working on a UROP project, an additional 7.65% for FICA will also be taken out of your award.**

\*taxes included

### **Work-Study**

Work-Study is a Federal financial aid program that is awarded to students who have financial need. In order to qualify for Work-Study, you must submit the FAFSA form. More information on qualifying for Work-Study is available in the Financial Aid office, 277 UPAV. Similar to paid wages, you can only use one method at a time. Once your work-study is up, you may apply a UROP assistantship for any additional work you perform – but only after approval from the Office of Research.

### **Course Credit**

In order to earn course credit for a UROP project, you must receive prior permission from the faculty. You will also be required to register for a research intensive course. For a listing of research-related courses, please visit: [http://www.umflint.edu/research/research\\_courses.pdf](http://www.umflint.edu/research/research_courses.pdf)

## Required Paperwork

### UROP Contract

UROP Contracts must be completed and signed *before* we can process employee paperwork

### Employment paperwork

For students who receive pay (wages or work study): If you do not have an active appointment with the University (i.e. you have not worked for the University in the past six months), you will be required to complete the employment paperwork packet. Instructions on how to complete the employment paperwork are included on pages 17-18 of this handbook.

**Important note: It is against federal law to begin ANY work on a UROP project without completing the required employment paperwork FIRST!!!**

### Working Before Receiving Authorization – IMPORTANT!

**Starting a UROP project before receiving authorization to work is a violation of both University and federal guidelines. Any hours worked prior to receiving authorization will NOT be supported by UROP.**

### Timesheets

In order to be paid, you must complete your time sheets correctly. Timesheet pay periods, pay dates and due dates are all listed on the timesheet. Instructions for submitting timesheets are as follows:

1. Please write legibly.
2. Do NOT cross or scribble things out; use white-out to correct errors.
3. Each field must be completed; including the Project number (\*If you need your project number, contact Andre Louis at [alouis@umflint.edu](mailto:alouis@umflint.edu)).
4. Write the appropriate pay period at the top of the timesheet. Each timesheet may contain only ONE pay period and these hours must be recorded on the time sheet.
5. Signatures from both you and your faculty sponsor (or authorized signer) must be on the timesheet prior to submission.
6. Timesheets must be turned in by the **specified due dates**. Copies of timesheets can be picked up in the Office of Research and will be attached to a *timesheet reminder* email sent the day before timesheets are due.
7. If the faculty sponsor is not available for signature, you may email your hours to the sponsor (date and IN/OUT times) for approval. The faculty sponsor must forward the email to Andre Louis at [alouis@umflint.edu](mailto:alouis@umflint.edu). The approving e-mail must come from the faculty sponsor or their department secretary, not the student.

# Instructions on Completing University Employment Paperwork

## Application Packet (paper)

Federal law requires all students to complete University employment paperwork PRIOR to beginning their work. The paperwork packet is made up of the following items:

- Student Temporary Employment Form, Page 1 (student completes)
- Student Temporary Employment Form, Page 2 (department completes Part 2; the top half— the student completes Part 3; the bottom half)
- Affirmative Action form (student completes)
- Criminal Records Check Authorization (student completes).
- I-9 Document online (student completes: see below)
- Tax forms (online via Wolverine Access; **see page 9**)
- Direct deposit and/or U.S Mail forms for paychecks online (**see page 9**)

Once you complete the paper documentation, turn it in to the Office of Research, 530 French Hall. You will receive an email from Tawana Branch in Human Resources within 2-3 days.

## Completing the I-9 (online)

You will receive an email from Tawana Branch in Human Resources with instructions on how to complete your I-9, a document verifying employment eligibility. Note: You will not be able to access any online materials until the paper portion of the application is processed by HR.

Once you've been granted permission to complete the I-9, log into Wolverine Access at <https://wolverineaccess.umich.edu/>. You must use your unquname and Kerberos password (**if you need your Kerberos password, visit the ITS Helpdesk in 206 MSB**). Once connected to Wolverine Access, click "Employee Business," log in, click "Personal Information," and then click "Complete and Submit I-9 Form." Verify the information listed.

To complete the hiring process, you are required to visit Tawana Branch in Human Resources on Mon-Thurs between 1-4 pm. You can also contact her 810-766-6775 or by email at [brancht@umflint.edu](mailto:brancht@umflint.edu). **When you arrive, you must present an original document(s) that establish your identity and employment eligibility.** The most common documents students use are their original Driver's License presented *with* a valid Social Security card, birth certificate (certified copy), or valid passport. To review a list of acceptable documents please click here: <http://polisci.lsa.umich.edu/documents/I-9.pdf>

## Tax forms and Direct Deposit/U.S Mail Authorization for paychecks (online)

Finally, you are required to complete tax forms and make direct deposit and/or U.S Mail request on-line via Wolverine Access, under the "Self Service" function. Pay checks will be forwarded to Flint Cashiers if Direct Deposit or U.S mail options are not selected. Also note that payroll will deduct the maximum deduction amount allowed if no tax information is set-up in Wolverine Access, Self Service function. For more information, please contact Flint Human Resources at (810) 762-3150.

## UROP Calendar Year

Maximum award amounts vary during the UROP calendar year. As a reminder, students are eligible for up to \$500 during the Fall and Winter periods; and \$250 during the Spring and Summer periods. **Please note that the UROP calendar year IS NOT the same as the University's academic calendar.** For example, students can still work after an academic semester has ended.

The following dates are associated with the UROP calendar year:

UROP Period	Dates	Max. Amount Of Award
Winter	Jan 1—April 30	\$500
Spring	May 1—June 30	\$250
Summer	July 1—Aug 31	\$250
Fall	Sept 1—Dec 31	\$500

[http://www.umflint.edu/research/student\\_programs/UROP/calendar.htm](http://www.umflint.edu/research/student_programs/UROP/calendar.htm)

**IMPORTANT:** Once you have been awarded funds for a UROP period, you will have until the end of that period to utilize those funds. Any funds unspent by the end of that period will be reapplied back to our UROP account.

**Basically: Use 'em or lose 'em!**

## 2009 UROP Pay Periods, Pay Dates, and Timesheet Due Dates

<b>Pay Period</b>	<b>Pay Dates</b>	<b>Deadline (by 5pm)</b>	
12/28/08 - 01/10/09	1/16/2009	Friday	1/9/2009
01/11/09 - 01/24/09	1/30/2009	Friday	1/23/2009
01/25/09 - 02/07/09	2/13/2009	Friday	2/6/2009
02/08/09 - 02/21/09	2/27/2009	Friday	2/20/2009
02/22/09 - 03/07/09	3/13/2009	Friday	3/6/2009
03/08/09 - 03/21/09	3/27/2009	Friday	3/20/2009
03/22/09 - 04/04/09	4/10/2009	Friday	4/3/2009
04/05/09 - 04/18/09	4/24/2009	Friday	4/17/2009
04/19/09 - 05/02/09	5/8/2009	Friday	5/1/2009
05/03/09 - 05/16/09	5/22/2009	Friday	5/15/2009
05/17/09 - 05/30/09	6/5/2009	Friday	5/29/2009
05/31/09 - 06/13/09	6/19/2009	Friday	6/12/2009
06/14/09 - 06/27/09	7/2/2009	Friday	6/26/2009
06/28/09 - 07/11/09	7/17/2009	Friday	7/10/2009
07/12/09 - 07/25/09	7/31/2009	Friday	7/24/2009
07/26/09 - 08/08/09	8/14/2009	Friday	8/7/2009
08/09/09 - 08/22/09	8/28/2009	Friday	8/21/2009
08/23/09 - 09/05/09	9/11/2009	Friday	9/4/2009
09/06/09 - 09/19/09	9/25/2009	Friday	9/18/2009
09/20/09 - 10/03/09	10/9/2009	Friday	10/2/2009
10/04/09 - 10/17/09	10/23/2009	Friday	10/16/2009
10/18/09 - 10/31/09	11/6/2009	Friday	10/30/2009
11/01/09 - 11/14/09	11/20/2009	Friday	11/13/2009
11/15/09 - 11/28/09	12/4/2009	Wednesday	11/25/2009
11/29/09 - 12/12/09	12/18/2009	Thursday	12/11/2009
12/13/09 - 12/26/09	12/31/2009	Wednesday	12/23/2009
12/27/09 - 01/09/10	1/15/2010	Thursday	1/8/2010

## Conflict Resolution

Though we don't anticipate problems arising, we are prepared to assist all parties in handling issues that may occur during the life of a UROP project.

## UROP Withdrawal

If an amicable solution can not be reached as a result of our mediation, the faculty sponsor may move to have you dismissed from the project. Likewise, you may apply for a withdrawal from that project or, if desired, the UROP program. The UROP withdrawal form can be picked up in our office or on the UROP website,

<http://www.umflint.edu/research/UROP>.

**\*Please note\* If you are participating in UROP for class credit, you must also drop the course in which you are enrolled. Otherwise, you will receive a failing grade for the course.**

If you are considering a withdrawal, we suggest that you take into account the following questions before making your final decision:

- Do these benefits of participating in your project outweigh the benefits of withdrawing?
- If you drop your project, will you be able to find another research project?
- Are you able to balance your project responsibilities, your studies and your social life?
- Is your research project different than you expected? Have you talked to your faculty sponsor about ways to improve your role on the project?

## Keys to Success

We are committed to making your experience with UROP a positive one. Therefore, we are always available to help you in resolving any issues that may interfere with your project.

*Always remember: Successful research experiences are based on the following:*

1. **Communication:** Maintain contact with your faculty sponsor. Request feedback and instructions from your faculty sponsor. Also, check *your email periodically* for timesheet reminders or any other UROP news or updates.
2. **Reliability:** Be punctual, show up to work on time and as scheduled. Turn timesheets in *on time*. Also, give faculty time in advance to sign them. Don't wait until the last second!
3. **Interest:** Read background materials or articles related to the research. Ask thoughtful questions about the project and your role in it.
4. **Maturity:** Complete your tasks without requiring too many reminders. Take your work seriously. Above all, be professional.
5. **Responsibility:** Don't make excuses or hide an error. Accept responsibility for your mistakes and learn from them.
6. **Dedication:** Treat your research as a priority. Demonstrate your commitment by "going the extra mile".

## End-of-project

### Evaluation forms

As your project is concluded, we would like for you to complete an evaluation form. Evaluation forms can be picked up in our office, 530 French Hall or on the UROP website, <http://www.umflint.edu/UROP>.

### Project Summaries

As a final component of your project, we ask that you submit a brief summary of the research work you performed and a photograph (optional). The information you provide will go on our bulletin boards and program website for future marketing.

### Presentations

One of the long term goals for UROP is to host a symposium allowing you to present the findings and results you obtained from your UROP project. But in the meantime, you are encouraged to participate in the Meeting of Minds Undergraduate Research Conference ([www.umflint.edu/research/MOM](http://www.umflint.edu/research/MOM)). Work with your faculty sponsor to create a research project to present. Presenting your work is *just as important* as doing it!

## In Summary

On behalf of the Office of Research and the faculty/staff at UM-Flint, welcome to UROP. We hope your participation in UROP will be fruitful, challenging, and engaging!

**For more information, contact:**

**Andre Louis, Program Coordinator  
Undergraduate Research Opportunity Program  
University of Michigan-Flint  
Office of Research  
530 French Hall  
810-762-3383  
<http://www.umflint.edu/research/UROP>**