



# FACULTY HANDBOOK

*2009-2010*

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## Welcome letter from the Coordinator

*Dear Faculty:*

*Welcome to the Undergraduate Research Opportunity Program (UROP). UROP seeks to support research partnerships created between you and the students of your choice. Involving undergraduate research students in your research not only allows the opportunity to mentor future scholars and leaders, but it can also contribute toward the overall progression of your work. Students are often able to bring new and objective perspectives to your work as well as an invigorating energy and enthusiasm. Further, students are willing to develop strong working relationships with you as they grow in research. Thank you for taking on the role of a faculty sponsor!*

*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.

## Program Overview and Requirements:

As a UROP faculty sponsor, you will assume most of the primary responsibilities of the project. Specifically, UROP requires you to do each of the following:

### Develop a Good UROP Project

For many students, UROP provides a first time experience in research. Faculty should make the experience as uncomplicated as possible to start and – if necessary – progress as the student develops. Further, students should be provided with a clear understanding of the project before its commencement (the project’s purpose, methodology, background reading, training, orientation, etc.)

### Identify Student Assistants:

Most faculty select no more than four students to work on a project. But you may select as many student assistants as necessary and as many as we can financially support.

### Training and supervision:

While students are required to be certified in PEERRS (addressing general research practices) prior to working on a UROP project, faculty are ultimately responsible for training and supervising students.

### Communication:

As a UROP faculty sponsor, you are expected to maintain communication with your student(s). Facilitating periodic meetings, answering questions, addressing concerns, and keeping students informed on their progress are all important methods of communication.

### Employment compliance:

The Office of Research provides the administrative *support* for research projects handle the administrative duties associated with employment and resolving any issues or concerns you have with the details of your project. However, faculty are responsible for “hiring” the students. **We ask that you operate in compliance with University and federal guidelines as you hire students.** See “Selecting and Hiring Students” on page 5.

### Program Requirements for Students:

- UROP Student Application.
- Certification in *at least one* module of PEERRS
- Complete a UROP Contract for each project worked (**see UROP Contract; page 5**)
- Must be currently enrolled student, in *at least one* 3-credit course
- **Employment paperwork** (for all PAID students, **see page 5-6**)

### Program Requirements for Faculty:

- Faculty Project Application
- Certification in *at least one* module of PEERRS
- Complete a UROP Contract for each student (**see UROP Contract; page 5**)

## Registering a Project

All faculty projects supported by UROP must be registered first. The Faculty Project Application is available online at [www.umflint.edu/research/UROP](http://www.umflint.edu/research/UROP). A new application must be submitted for each project you wish to register. The application contains the following:

1. Contact information (and most preferred method to contact you)
2. Project information (title, objectives, purpose, description, etc.)
3. Student eligibility and desired qualifications
4. Student tasks and responsibilities
5. Number of hours required per week

Applications are accepted on a rolling basis. But please keep in mind that starting a project later during a semester will affect the amount of time students can work. Registering a project at least one semester in advance is ideal for ensuring a smooth progression into the project.

## Selecting and Hiring Students

### Please read this section THOROUGHLY!!!

While we are happy to match students to your project, you are mostly encouraged to identify students with whom you would like to work. When initially registering your project, you will have the opportunity to either list students-in-mind or you can openly interview any interested students.

Once you have selected your student(s), they MUST go through the hiring process with the University by completing all the necessary documentation.

## UROP Contract

Before you can officially begin your UROP project, you and your student(s) must complete a UROP Contract. The contract includes the type of compensation the student(s) will receive, the agreed upon number of hours they will work, and the hourly rate they will earn (UROP students earn between \$8-\$12/hr). **In order for students to receive UROP compensation, both you and your student 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 student salary changes in an existing project.*

## Employment paperwork

Any students who receiving pay through UROP (wages or work study) are required to complete University employment paperwork. Students are provided with instructions on completing the paperwork immediately upon being accepted into UROP. **PLEASE send them to the Office of Research to complete this process BEFORE they begin any work on your project. 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 and MUST BE compensated by your department.**

## UROP Compensation

*One of the unique features of UROP is 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. If your work is also grant-funded, students 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 your student(s) is 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 their 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, students must first submit the FAFSA form. More information on qualifying for Work-Study is available in the Financial Aid office, 277 UPAV. Similar to paid wages, students can only use one funding method at a time. Once the student’s work-study is up, they may apply a UROP assistantship for any additional work they perform – but only **after approval from the Office of Research.**

### **Course Credit**

In order to earn course credit for a UROP project, students must receive your prior permission. The student must be enrolled in a research related 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)

## Timesheets

For students to be paid, they must complete their timesheets. As the students' immediate supervisor, we are counting on you to ensure the timesheets are submitted correctly, every two weeks (rather than turning in several timesheets at once), and that the times submitted meet your approval.

**Timesheets are due on a BI-WEEKLY basis** and 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.

If you are not available for signature, your students may email their hours to you (date and IN/OUT times). If you approve the hours submitted, you must forward the email to Andre Louis at [alouis@umflint.edu](mailto:alouis@umflint.edu). The approving e-mail must come from you or a designated signer (i.e. your department secretary). Emailed times from students will not be accepted.

Within three days of processing timesheets, both you and your student will receive an email verifying the number of hours submitted and a balance of the remaining funds (and hours) the student has on the project. **Once those funds are completely used, any additional work must be compensated by your department.**

## 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 your students have been awarded funds for a UROP period, they 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: Your students must 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 Student Dismissal

If an amicable solution can not be reached during a conflict with your students you may opt to dismiss them from your project. A Student Dismissal form can be picked up in our office or on the UROP website, <http://www.umflint.edu/research/UROP>.

If you are considering dismissing students, we suggest you examine ways to improve the project. Ask yourself some of the following kinds of questions:

- Did I do everything possible to make this a good experience for the students?
- Were my expectations too great or too unreasonable?
- Did I address issues adequately enough with the students for them to improve their performance?
- Are my students' problems related to any personal problems they may be having (school, family, work, etc.)?
- Do the benefits of dismissing the students outweigh the benefits of keeping them?
- If I dismiss the student, will (s)he be able to find another research project?
- How can I effectively balance my work, my teaching, and my research and still serve the students?
- Is my research project different than what I stated?

## Keys to Success

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

1. **Communication:** Maintain contact with your student. Provide feedback and instructions as often as possible. Setting regular meetings. Make yourself available for questions and concerns from your students. Communicate your expectations, adequate methods, project details, and deadlines from the beginning. Don't make students *guess* at what you want.
2. **Personal relationships:** Getting to know students outside of the research helps in building solid relationships. Taking the time to talk about their classes, their home life, personal goals, etc. help to create and sustain positive relationships between you and your students.
3. **Honest assessments of the project:** As with all research, ups and downs are expected. Research can be fun and rewarding, but it is often very tedious as well. Giving students honest assessments about what to expect help them anticipate certain moments.
4. **Latitude:** Be willing to give your students certain levels of freedom. It is important to keep them on track regarding data integrity, research compliance, and ethics. But allowing students to act independently has particular benefits.
5. **Growth and Development:** Complete your tasks without requiring too many reminders. Take your work seriously. Above all, be professional.

## 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/research/UROP>.

### Project Summaries

As a final component of your project, we ask that you encourage your student(s) to submit a brief summary of the research work they performed and a photograph (optional). The information they 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 students to present the findings and results obtained from your UROP project. But in the meantime, we ask that you encourage your student(s) to participate in the Meeting of Minds Undergraduate Research Conference ([www.umflint.edu/research/MOM](http://www.umflint.edu/research/MOM)). Working with your students to create a research project to present is *just as important* as doing it!

### Concluding a Project

Until you have indicated completion, your UROP project will remain active and posted in the project listings. If you wish to conclude your project, please contact Andre Louis at [alouis@umflint.edu](mailto:alouis@umflint.edu).

## In Summary

On behalf of the Office of Research 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>