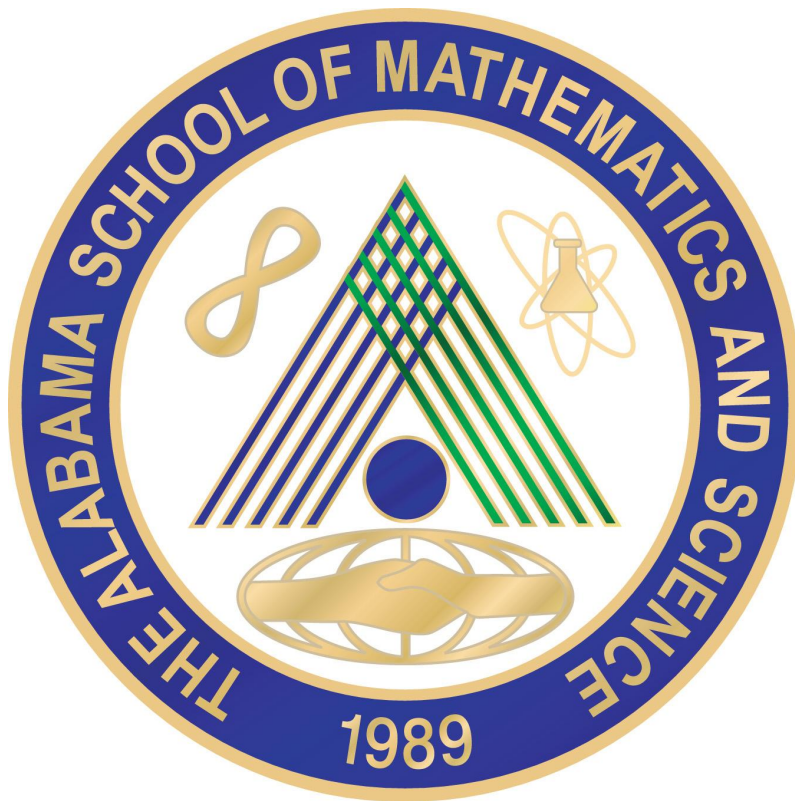


# ASMS Research Fellows Program Handbook



General Guidelines for All Disciplines

Updated Fall 2022

## Overview

The ASMS Research Fellows Program draws from the expertise of campus faculty and off-site scholars to guide ASMS students through an immersive research experience. An aspiring Research Fellow works with a Mentor in an academic field to complete a long-term project. The level of scholarship demonstrated by the student should at least be equivalent to that necessitated by a science fair exhibition or an academic conference presentation.

A project may be completed by an individual student or a collaborative team. While participation in the Research Fellows Program is not a requirement for graduation at ASMS, students who successfully complete a project will demonstrate their academic tenacity, be awarded the title of Research Fellow, and graduate with a unique tassel as part of their regalia.

## Process

ASMS students interested in participating in the Research Fellows program should seek out a potential Research Mentor from among ASMS teachers, administrators, and staff members. A student may also work with a non-ASMS scholar as a Mentor. The student and Mentor will select a research topic and identify a Second Reader for the project. The Mentor will compose a Research Plan for fulfilling Research Fellows requirements in a manner befitting the field of study and submit this plan to the ASMS Research Coordinator. Details of the Research Plan should be entered in the Research Fellows Preparation Worksheet:

<https://forms.office.com/r/n7B0cRzsYL>

Most projects will begin in the Fall Term as a .25 CU Research DR, continue in the Winter Term as a .50 CU Research elective, and conclude in the Spring Term as a .25 CU Research DR. Once the coordinator approves the plan, the Research Mentor will compose a syllabus and weekly schedule for the research project. Required deliverables include a survey of existing research on the topic; a paper or poster collecting the student's own contributions; an "elevator pitch" summarizing the project; and an impact statement detailing how the project has benefited the student.

In order to keep students and their Mentors on schedule, a Progress Report will be turned in to the Research Coordinator every term. A Research Notebook is highly recommended. This is an informal journal of ideas and work, but the notebook will be checked as part of the Progress Report. You can set up a shared drive for the project and include the Research Coordinator.

To facilitate the research process, Panel Discussions will take place with all Research Fellows approximately three to four times during the school year. The discussion topics will be chosen to help Research Fellows in learning from one another, and will build on the expertise of Mentors and Faculty from all disciplines.

The student will make a public presentation of the research in an appropriate manner. Finally, the student will defend a portfolio of their research work before a Fellows Committee consisting of their Research Mentor, Second Reader, and the Research Coordinator or Academic Dean. After a successful defense, the student will be recognized as an ASMS Research Fellow.

The following checklist will clarify the timeline and requirements for completing components. The student's Fellows Committee and the Research Coordinator will help the student determine the appropriate length and formatting of individual components.

### Completion Checklist

1. Student should select a Research Mentor and meet to determine if an ASMS Research Fellows project on their desired subject can be created
2. Student must assemble a Fellows Committee made up of the following members:
  - Research Mentor in appropriate discipline
  - Second Reader in same or related discipline
  - ASMS Research Coordinator or Academic Dean
3. Mentor must submit to ASMS Research Coordinator a plan for fulfilling Fellows obligations via the Research Fellows Preparation Worksheet: <https://forms.office.com/r/n7B0cRzsYL>. This form includes the Research Question, Project Summary, Work Schedule and Expected Outcomes.
4. Student must enroll in a Research DR or elective and do the following:
  - Meet regularly with Research Mentor
  - Attend Panel Discussions when scheduled by Research Coordinator
  - Ensure Mentor submits term progress report to Research Coordinator
5. Student must submit to Research Mentor one of the following extant research lists:
  - ☐ Annotated bibliography
  - ☐ Literature review
6. Student must submit to Research Mentor one or more of the following research deliverables determined in advance by Mentor and Research Coordinator:
  - ☐ Paper suitable for conference presentation
  - ☐ Paper suitable for publication submission
  - ☐ Poster suitable for conference/science fair display
7. Student must share their research via one or more of the following methods:
  - ☐ Conference presentation
  - ☐ Paper publication submission (as author, co-author, or credited assistant)
  - ☐ Community presentation (such as at the ASMS Spring Research Forum)
  - ☐ Other method approved by ASMS Research Coordinator
8. Student must defend a final portfolio of Fellows work to Fellows Committee and to ASMS Research Coordinator; the portfolio will include:
  - Annotated bibliography or literature review

- Completed paper or poster
- Transcription of two-minute “elevator pitch” project synopsis
- One-page impact statement discussing how project has benefitted student

### Individual and Group Grades

A student working on a solo research project is responsible for each component. His or her Research Mentor will score the components and provide grades in accordance to the expectations stipulated by the Mentor. At the end of each term of the Research DR or elective, the Mentor will calculate the student’s term grade.

For students working on group research projects, the Mentor will determine how individual group members are responsible for project components. This information will be clearly posted in the Research Mentor’s syllabus for the course.

### Class Standing

Participation in the ASMS Research Fellows Program is primarily recommended for junior students so that they may spend their senior year on required coursework, school activities, and college applications. Juniors also receive the most benefit from listing completion of the program on their resumes during the college application process. However, participation in the program is open to any student who secures the support of a Research Mentor.

### Course Credit

The student’s Research Mentor will decide how many terms the student should be enrolled in Research coursework and at what level (.25 CU or .50 CU).

In most cases, the first term of the Research Fellows elective course may not count as one of the student’s five required academic courses (since the project may not be approved before Drop/Add), but subsequent terms may.

Successfully completing the Research Fellows course and receiving a grade does not guarantee Research Fellow status. The Fellows Committee must approve the student’s final portfolio in a simple majority vote for the student to be considered a Research Fellow.

### Scheduling

While the student is enrolled in a .25 CU Research DR, the student and Mentor should meet at least one time per week, and the student should expect to perform one to two hours’ work per week outside of class.

While the student is enrolled in a .50 CU Research elective, the student and Mentor should adhere to the following guidance. Electives scheduled during the regular school day as part of a teacher’s required course load must meet four to five times per week during the assigned period. Electives scheduled during ninth period should meet at least two times per week, and the student should expect to perform a minimum of two hours’ work per week outside of class.

For ninth period DRs and electives, it is the responsibility of the Research Mentor and the student to find time to meet. Such times may include free periods, the instructor’s office hours, the lunch block, early mornings, late afternoons, evenings, weekends, and summer break.

### Research Fellows Distinction

A student who successfully completes the ASMS Research Fellows Program earns the title of ASMS Research Fellow. A Research Fellow earns the privilege of wearing a special tassel as part of his or her graduation regalia.

### Changing Advisers and Switching Projects

A Research Mentor may wish to transfer oversight of a student's project to a new Mentor. To do so, he or she must notify the Research Coordinator and receive approval for the transfer.

A student who wishes to cease work on a current project and begin anew with a different project and/or Mentor may begin the approval process again.

### Withdrawing from the Program

A Research Mentor may withdraw their student from the Research Fellows Program if the student fails to make progress towards project goals. A student may withdraw from the program at any time for any reason. If a student withdraws, the Research Mentor will determine if the grade will be posted as a Withdrawal-Pass or Withdrawal-Fail, based on work currently completed by the student.

### Exceptions and Adjustments

The Research Coordinator has the right to grant exceptions and make adjustments to any policies stated above as they would apply to individual projects. Such exceptions and alterations should be made rarely.

### Converting Extracurricular Research to Fellows Program Requirements

An ASMS student who finishes an internship or project outside of regular Research Fellows activities may wish to format their original work to fulfill the requirements of the Fellows program. A student who wishes to do so must secure an ASMS Research Mentor to help. The student must convert his or her existing research material so that the project contains all required portfolio components listed in this handbook. The student must still fulfill the public presentation component of the program to attain Research Fellows status.

### Faculty Collaboration

While Research Mentors are encouraged to invite other scholars and professionals to work with their students, no single project may have more than one adult assigned as Research Mentor.

### Mentor Remuneration

A Research Mentor whose student successfully defends a Research Fellows project during a given year may be eligible to receive an end-of-year stipend from ASMS. The Mentor will receive no more than one stipend per year, even if multiple students earn Fellows status.

Remuneration is dependent on available funding, and priority will be given to Mentors who meet one or more of the following conditions:

- Taught a .50 CU Research elective as a course overload
- Guided student participation in non-ASMS competitions or projects
- Conducted meaningful, original research alongside their students
- Have not had other excessive expenses within their department