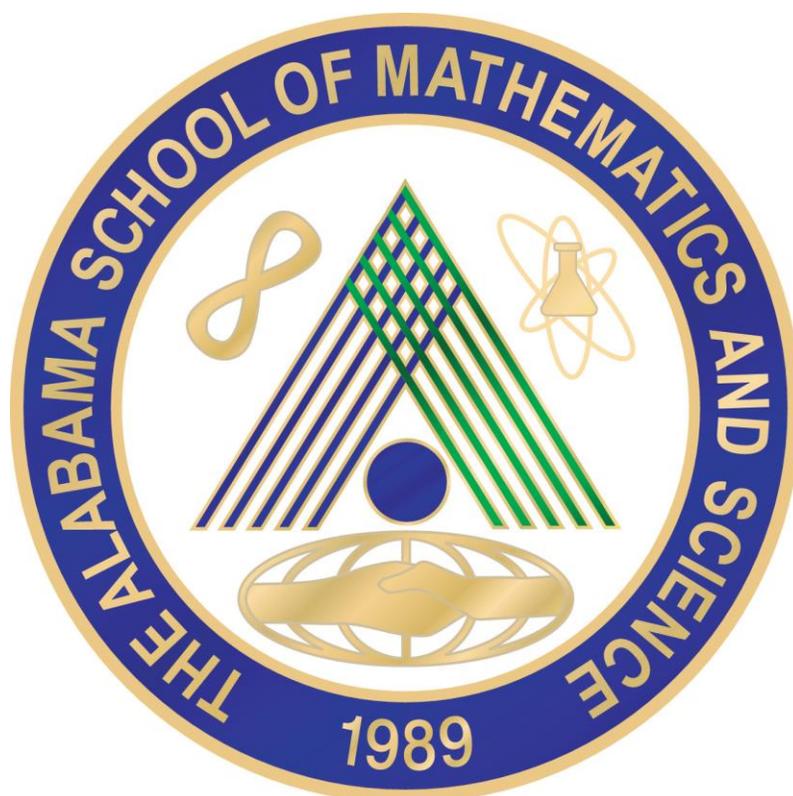


ASMS Research Fellows Program Handbook



General Guidelines for All Disciplines

Updated Fall 2021

Overview

An academic research project demonstrates awareness of existing research in the subject area, offers a unique contribution to the field of study, and adheres to the scholarly conventions of the discipline.

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. 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 by a team working together. While participation in the Research Fellows Program is not a requirement for graduation at ASMS, students who complete the program 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 by applying for a project from the current catalog of research offerings or arranging for an outside mentor who has agreed to work with the student. The student and mentor will compose a plan for fulfilling Research Fellows requirements in a manner befitting the field of study, and they will submit this plan to the ASMS Research Coordinator.

If the Coordinator approves the plan, the student will enroll in the Research Fellows course for between one and three terms as designated by the mentor as an appropriate amount of time for the project. A standard Research Fellows project will likely last at least two academic terms. The mentor will compose a simple syllabus and schedule for the research project. The student and mentor will (along with any additional students enrolled as a group) work on the required components of the project for as long as the student is enrolled in the course.

Required deliverables include a survey of existing research on the topic and a paper or poster collecting the student's own contributions. 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 the Fellows Committee and the Research Coordinator. After a successful defense, the student will be recognized as an ASMS Research Fellow.

Course Description

Under the guidance of a Research Mentor, students will work towards the completion of a research project in the academic discipline of their choice. The mentor will instruct students in the scholarly conventions of the chosen field. Successful completion of the program includes the submission of a proposal, annotated bibliography or literature review, research paper or poster, and portfolio. Students will also need to present or make their project available to an audience. This course may be taken for as many as three terms. Students may work on any program components as needed during a given term. Credit: 0.5 CU per term. Prerequisite: approved research proposal.

The first term of the Research Fellows course may not count as one of the student's five required academic courses unless approved before Drop/Add.

Completion Checklist

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.

1. Student should select a Research Mentor and meet to determine if an ASMS Research Fellows project can be created
2. Student must assemble a Fellows Committee made up of the following members, at least one of which must be an ASMS faculty member:
 - Research Mentor in the appropriate discipline
 - Second Reader in the same or related discipline (this can be assigned if student does not have someone)
3. Student must submit to ASMS Research Coordinator a plan for fulfilling Fellows obligations that includes:
 - Contact information for all Fellows Committee members
 - One-paragraph description of proposed research project
 - Estimated timeline for completion, including number of terms to be enrolled and tasks to be completed by each of the grade posting deadlines
4. Student must enroll in the appropriate ASMS Research Fellows course and regularly meet with Research Mentor and/or other Fellows Committee members
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:
 - Paper suitable for conference presentation or publication submission
 - Poster suitable for conference or science fair display
7. Student must share their research via one or more of the following methods:
 - Conference or community presentation
 - Paper publication submission (as author, co-author, or credited assistant)
 - 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

Individual and Group Grades

A student working on a solo research project will be responsible for each component. Their Research Mentor will score the components and overall grade in accordance with the expectations stipulated by the mentor. At the end of each term of the Research Fellows course, the mentor will calculate the student's term grade based on the student's adequate progress and adherence to agreed-upon deadlines.

For students working on group research projects, the mentor will determine how and in what ways 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

A Research Methods course is required for all sophomores and optional for all other ASMS students. This course will prepare them for and directly lead into the selection of research projects. 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 capable of securing the support of a Research Mentor.

Scheduling

While the student is enrolled in the Research Fellows course, the student and mentor should meet at least two times per week in one-hour sessions, and the student should expect to perform a minimum of two hours' work per week outside of class. It is the responsibility of the Research Mentor and the student to find time to meet. The student will also be expected to meet with the Research Coordinator for periodic progress checks.

Changing Advisers and/or 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.

Exceptions and Adjustments

In rare circumstances, the Research Coordinator has the right to grant exceptions and adjust any policies stated above as they would apply to individual projects.

Converting Extracurricular Research to Fellows Program Requirements

An ASMS student who finishes a research project outside of the Research Fellows course or at an off-campus location 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 the program components: proposal, annotated bibliography or literature review, research paper or poster, presentation, and portfolio.