

BELOITT COLLEGE BELOITT COLLEGE

MCNAIR SCHOLARS HANDBOOK



TRiO
RONALD E. MCNAIR
POST-BACCALAUREATE
ACHIEVEMENT PROGRAM

BELOIT COLLEGE MCNAIR SCHOLARS PROGRAM

(Nationally known as the Ronald E. McNair Post-Baccalaureate Achievement Program)

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(Nationally known as the Ronald E. McNair Post-Baccalaureate Achievement Program)

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GENERAL INFORMATION ABOUT THE MCNAIR SCHOLARS PROGRAM

Dr. Ronald E. McNair

Dr. Ronald Erwin McNair was the second African American to fly in space. Born on October 21, 1950 to a struggling family in racially segregated Lake City, South Carolina, Ronald never accepted second best. In high school he was a Star Scout, a ferocious football player, a skilled musician and a karate champion. Upon graduating as valedictorian from Carver High School in 1967, he set a personal goal of attaining a PhD in 12 years. Ronald McNair continued his education at North Carolina Agricultural & Technical State University, graduating Magna Cum Laude with a B.S. in physics in 1971. At the age of 26, he earned his Ph.D. in physics from Massachusetts Institute of Technology –one year earlier than his goal. While working as a staff physicist with Hughes Research Laboratory, Dr. McNair became nationally recognized for his work in the field of laser physics. NASA selected him for the Space Shuttle Program in 1978; he was the second African-American to join the space program. He made his first space flight in 1984. Tragically, Dr. McNair and six other astronauts perished aboard the ill-fated space shuttle Challenger on January 28, 1986.

To honor Dr. McNair, the United States Congress endowed the Ronald E. McNair Post-baccalaureate Achievement Program to encourage first-generation college students from low-income backgrounds and/or underrepresented populations to pursue graduate studies.

“Whether or not you reach your goals in life depends entirely on how well you prepare for them and how badly you want them,” McNair often told minority students. *“You’re eagles! Stretch your wings and fly to the sky.”* In his brief but brilliant career, he proved that neither poverty nor discrimination can defeat a determined individual.

The Ronald E. McNair Scholars Program

The Ronald E. McNair Post-baccalaureate Achievement Program recognizes that the diversity of researchers is an integral component of scholastic excellence. This prestigious and competitive program is a comprehensive graduate preparatory and research initiative designed to encourage and prepared low-income, first-generation and/or underrepresented populations for study at the doctoral level.

In 1996 the first “pilot group” of Beloit College McNair Scholars was chosen. Since then, the program has been successfully guiding a new generation of scholars and researchers that will more accurately reflect the growing diversity in intellectual perspectives, life experiences, and cultures represented in the world today—over 150 scholars to date.

The McNair Scholars Program is one of several TRIO programs* federally funded by the Department of Education as mandated by Congress. In 1998 there were 99 McNair Programs around the nation working with over 2,500 students. Today, there are over 180 programs across the country serving approximately 4,500 students, encouraging them to pursue careers

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in academe and preparing them for doctoral study. *You* are now part of the prestigious McNair Scholars Community!

BENEFITS FOR McNAIR SCHOLARS WHO MEET PROGRAM EXPECTATIONS

Skill-building seminars that include:

- Defining academic & career goals
- Scholarly and technical writing enhancement
- Professional oral presentation techniques
- Library services and research techniques
- Time management and stress management skills
- Lectures on research methodology, ethics, developing and presenting research papers
- “Graduate School Application/Preparation” two-day seminar
- Graduate Record Examination (GRE) Preparation Workshops
- GRE test fee-reduction waivers for scholars who qualify financially
- “Putting together Personal Statements and CV’s” workshop
- “Interviewing techniques” workshop
- “Tips & Techniques for Negotiating Grad School Offers/Assistantships” workshop
- Advising on graduate admissions, financing graduate school education
- Networking opportunities with graduate school faculty from around the country

Research opportunities include:

- Faculty-mentored research projects
- \$2,800 stipend for first summer of on-campus research
- Opportunity to spend second summer doing paid research at an off-campus institution of their choice with travel and living expenses paid (in addition to stipend)
- Presenting research findings at conferences and symposiums (local, regional and national)

Travel opportunities include:

- Visits to regional graduate school fairs, student and/or professional conferences throughout the country with travel, food and lodging expenses covered
- Sponsored educational trips as a group to other universities
- Financial assistance if needed when a scholar is invited to visit a graduate school with that institution picking up some or most of the expenses involved.

Additionally:

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- McNair Scholars are eligible to receive graduate school application fee waivers and other incentives from more than 180 participating McNair institutions throughout the nation.

REGULARLY SCHEDULED McNAIR ACTIVITIES & EVENTS

Approaches to Research Course (summer)

- This is the primary seminar junior scholars take during their “First Summer.” The course teaches students how to think about research “as a process” and offers a broad look at how research is conducted across various disciplines in addition to exploring different epistemologies (ways of knowing) in the production of scholarly work. Scholars explore ways to ask and answer questions, learn strategies for making arguments, how to use evidence, and examine ethics.

Weekly Updates (summer)

- Scholars develop and hone their “academic voice,” decrease their public speaking apprehension, develop their presentation and communication skills, and increase proficiency in the area of multimedia technology during the summer Weekly Update Meetings. Every other week, each Scholar will have 15-20 minutes to update peers, faculty mentors, and project staff on the development of their research project. A question and answer period will follow each presentation. Scholars will receive a completed evaluation form from each faculty mentor, peer mentor, and program staff with recommendations for the research project, possible research avenues, recommended literature/academic articles, as well as a critique of their presentation and communication style, and suggestions or comments on their use of multimedia technology.

All-Campus McNair Symposium (spring and summer)

- Students present their research to the campus community (including the President, Vice President for Student Affairs, Vice President for Academic Affairs, TRIO Director, faculty mentors, McNair alumni and general faculty and staff) at the end of the campus research experience. Presentations such as this are extremely important and help build each student’s self-esteem and confidence their ability to articulate their research findings, goals and experiences.

UW-Whitewater/Beloit College Joint Summer Symposium

- This symposium is the first step to connecting Beloit College’s McNair Scholars to the national McNair/TRIO network. The two campuses alternate hosting the event each year. Scholars from each program will present their individual research projects, followed by a question and answer period from each school’s faculty and attending mentors and scholars. A lunch follows the symposium to encourage networking.

Graduate Record Examination (GRE) Summer Camp

- The GRE Camp is a comprehensive, focused two-week program that students attend the summer preceding their senior year, prior to beginning their off-campus research

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internships (SROPS). The GRE Camp incorporates a pre-test and pre-test score assessment, 30 hours of targeted classroom GRE instruction, individual tutoring sessions, a post-test and the official GRE Test.

REGULARLY SCHEDULED McNAIR ACTIVITIES & EVENTS

McNair GRE Fee Reduction Certificates: A limited number of GRE-fee-reduction certificates are available for McNair scholars. A fee reduction certificate may be used for one General GRE test and/or one Subject test. Contact the McNair coordinator or director for more information.

***Note: Eligibility for participation in the Fee Reduction Program is limited to one time only. Thereafter, the full test fee will be charged for additional tests for which the candidate registers. Individuals meeting the eligibility requirements will be required to pay 50 percent of the full test fee. The reduced fee is currently \$70 for the General Test and \$65 for a Subject Test.*

Graduate Admissions Seminar (fall)

- The Graduate Admissions Seminar “*Bound for Graduate School—Strategies to Gain Admission to Highly Competitive Graduate Programs,*” is a two-day graduate school process preparatory event hosted by the Wisconsin McNair Programs and WAEOPP at the Abbey Resort in Fontana, WI. It is designed to assist students with organization and planning strategies for applying to graduate school and writing personal statements. The featured speaker, Don Asher, is a national author and lecturer. Topics include “Why Graduate School?” and “The Challenges of First Generation & Underrepresented Students in Graduate Schools.”

National McNair Research Conference—Delavan, WI (fall)

- The National McNair Research Conference held yearly in Delavan is attended by scholars and graduate school representatives from all over the country. This two-day conference is held at Lake Lawn Lodge on Lake Delavan and is designed to provide students with the opportunity to explore graduate study as a realistic option through workshops, panel discussions, and other activities. One of the conference high-lights is an inspiring presentation by Ronald McNair’s brother, Carl. The central component of the conference focuses on McNair Scholar research presentations. For more information: http://www.omsa.uiuc.edu/annualevents/mcnair_content/index.aspx

National Conference of Undergraduate Research (NCUR) (spring)

- NCUR is the largest of the national annual undergraduate research conferences and is held on various university campuses around the country. Former sites include the University of Maryland, the University of North Carolina, and UW-La Crosse in 2009. The 24th annual NCUR conference will be hosted by the University of Montana in 2010. NCUR requires a committee-reviewed abstract and attracts over 2,000 students (and sometimes their faculty mentors) who present their research through posters, oral presentations, visual arts and performances.

Senior Graduate School Trip (May)

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- Each year the “rising seniors” kick off their summer program with a four-day trip to a cluster of universities and post-grad institutions agreed upon by the majority of the students. The trip combines visiting grad schools with enjoying local culture and historical sites in the area.

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McNAIR PROGRAM OVERVIEW TIMELINE

Spring 2009

Scholars are strongly encouraged to attend bi-weekly sessions beginning **Tuesday, March 17 in the Kohler Room from 5 – 6 PM**. These sessions are geared toward preparing for and shaping your summer research projects in addition to actively engaging you with your peers (and mentors). We will be meeting once every other week at 5:00 PM throughout the semester over dinner in a room off the Commons dining area. The goal for the *Spring Sessions* is to get scholars “off and running” once the summer program begins.

Please reserve the following:

- ✓ **Wednesday, April 1 in the President’s Dining room**
- ✓ **Tuesday, April 14 (President’s Dining room)**
- ✓ **Tuesday, April 28 (President’s Dining room)**

You will be expected to have the following completed by the dates shown:

- ✓ Signed Mentor/Mentee Contract by **APRIL 24**.
- ✓ Special Project Form in order to receive academic credit by **MAY 1**.
- ✓ Research proposal that includes detailed outline of your research project, including a budget and a timeline by **MAY 8**.

Summer 2009

The rising juniors in your cohort will be able to move in to your housing on May 25. Those that will be seniors (the “Specials”) will have already moved in a week earlier to start the GRE-prep Workshop.

The summer program begins on May 26 with a kick-off luncheon in Mathers (Pearson Building) for you, your faculty mentors, and the McNair program staff.

The *First Summer Research component* officially begins Wednesday, May 27 and concludes on Friday, July 17 with the Final Symposium, followed by a celebration dinner for scholars, their mentors and program staff. Scholars will be expected to work on their research projects at least 30 hours weekly. The remainder of the time will be spent attending Weekly Update Seminars, Research Methods classes, and various workshops and panel presentations/discussions.

Scholars will also have the opportunity to visit several area graduate schools and possibly take an overnight trip to a cluster of out-of-area campuses. Day trips are being planned to UW-Madison, UW-Milwaukee and possibly Northern Illinois University or the University of Minnesota.

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SUMMER RESEARCH PROGRAMS

MCNAIR SCHOLAR RESPONSIBILITIES DURING THE SUMMER PROGRAM:

- ✓ Attend summer orientation and all related activities.
- ✓ Meet with the program coordinator at least twice during the 8-week session or check in via e-mail if conducting out-of-town research.
- ✓ Submit a signed research proposal by May 8.
- ✓ Prepare and present a poster presentation for the off-campus symposium at UW-Whitewater July 8 and an oral presentation for the final symposium at Beloit College on July 17.
- ✓ Electronically (disk or e-mail attachment) submit a final 10 – 15 page paper (the length should be established by your mentor's expectations) that includes citations, tables and graphs (if relevant) at the end of the program.

STIPENDS: In order to receive their stipends, each scholar must complete and submit each of the following components (complete with their mentor's signature signifying their approval) to the program coordinator, Julie Elliott, by the required due dates as listed on the yellow *Project Completion & Payment* document: 100-150 word abstract (for future conferences), a Poster Board and oral presentation and the final research project.

****The final research project is typically a comprehensive 15-25 page paper or a portfolio of poems, essays, or artwork compiled in a professional manner. Mentors will be responsible for deeming what medium would be appropriate and acceptable for the final product. MOST IMPORTANTLY, IT SHOULD BE A PROJECT THAT CAN BE COMPLETED WITHIN OUR PROGRAM TIME-FRAME.**

THE SECOND-SUMMER PROGRAM

- Scholars are expected to spend their *Second Summer Research Component off-campus*. In the fall of your junior year, you will complete a C.I.C. application detailing your major and research interests/goals. The C.I.C. application is distributed to a consortium comprised of 14 research institutions in the Midwest that offer Summer Research Opportunity Programs (SROP) for consideration by appropriate institutions that best match the students' interests and abilities. In addition, numerous universities across the country offer intriguing summer research programs in every field and interest that include paid travel and lodging expenses in addition to generous stipends. Many scholars also complete a common application for the Leadership Alliance Program. Prior to the "Second Summer," the junior McNair Scholars will also take a GRE pre-test to determine the areas they will need to concentrate on during their two-week session of intensive GRE-prep classes. After returning from their Senior Trip, they complete GRE-Camp, take a GRE post-test, and the GRE (if time permits). Most usually leave by or before the first week of June for their individual research programs.

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SOURCES OF INFORMATION REGARDING SECOND SUMMER RESEARCH

Below are some links that may be helpful in locating and selecting off-campus second summer undergraduate research programs (note: REU stands for Research Experience for Undergraduates)

NSF REU Searchable Website

http://www.nsf.gov/home/crssprgm/reu/reu_search.cfm

American Mathematical Society

<http://www.ams.org/employment/reu.html>

Committee on Institutional Cooperation Summer Research Opportunities Program

<http://www.cic.uiuc.edu/programs/SROP/>

Summer Internship Programs in Biology

<http://www.columbia.edu/cu/biology/ug/intern.html>

Summer Opportunities for ALANA Undergraduate Students (African-American, Latino, Asian American and Native American students)

<http://www.doorsofopportunity.org/>

Summer Research Opportunities at the Medical University of South Carolina'

http://www.carc.musc.edu/summer_research

Woodrow Wilson School of Public & International Affairs at Princeton (*early deadline: Nov. 1*)

www.ppiaprogram.org/app/

The Leadership Alliance Summer Research Consortium includes 33 sites including Johns Hopkins University, Brown, Cornell University, as well as several HBCUs like Spelman, Howard and Morehouse.

www.theleadershipalliance.org

Resource Guide for Summer Opportunities for Minority Undergraduate Students

<http://www.doorsofopportunity.org>

Also check other universities—especially ones you are thinking of applying to!

DURING THE ACADEMIC YEAR

- All McNair Scholars are encouraged to arrange a regularly scheduled meeting with the McNair Program Coordinator (Julie) at least every other week for assistance in time-management, personal statements and for general application matters. In addition:
 - ✓ During September and October, all scholars should be “fine-tuning” their research presentations in preparation for the McNair National Conference in Delavan and/or NCUR. Presenting at a McNair National Conference as well as sharing research at Beloit College’s annual Spring Symposium is an expectation of the program. In addition, prior to the start of the semester, all students should have at least one full draft of a personal statement.

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DURING THE ACADEMIC YEAR—continued

FALL SEMESTER:

- ✓ Juniors will be identifying a minimum of three schools to pursue for Second Summer Research Programs in addition to completing C.I.C. and Leadership Alliance Applications. Also see list of Second Summer Resources on the preceding page. All of these applications will require a resume and a personal statement.
- ✓ Every on-campus Senior McNair Scholar should plan to attend the Annual Graduate Admissions Seminar at the end of September in Fontana, WI. at The Abbey Resort. (Also known as “*The McNair Senior Application Retreat*”). This experience is designed to give students a head start and an outline for applying to graduate programs; juniors in good standing with the program are welcome to attend as well.
- ✓ Seniors are required to apply to at least three graduate programs prior to the end of the fall semester and to actively pursue fellowship opportunities. Applying early increases your chances of being accepted and receiving funding. Over 180 universities across the nation provide application fee waivers and fellowship opportunities specific to McNair Scholars. (See the *McNair Incentives and Fee Waivers* section at the end of the handbook).

SPRING SEMESTER EVENTS:

- ✓ Selection of Scholars: February
- ✓ TRIO Day: February
- ✓ Orientations: March and April
- ✓ National Conference on Undergraduate Research (NCUR): University of Montana, April 2010
- ✓ TRIO Graduating Seniors Recognition Dinner (April)
- ✓ Rising Seniors Graduate School Trip: May

WORKSHOPS AND PRESENTATIONS

Throughout the academic year there will be a variety of workshops/seminars that will provide opportunities for scholars to gather and learn together about a specific topic. As a scholar, you are expected to attend such sessions whenever possible, or communicate with the coordinator that you are unable to participate.

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ROLES AND RESPONSIBILITIES OF MCNAIR PROGRAM STAFF—SPRING 2009

Stephanie Norton (PH. 363-2757/ E-mail: nortons@beloit.edu)

Director of TRIO Department, Upward Bound (35%) Help Yourself (10%), Student Support Services (30%) & McNair Scholars (25%) Programs

- ❖ Oversees fiscal management and grant compliance
- ❖ Supervision of staff
- ❖ Gathers information for and compiles federal reports and grants
- ❖ Overall program supervision
- ❖ Program development and grant writing

Julie Elliott (PH. 363-2120/ E-mail: elliottj@beloit.edu)

Coordinator, McNair Scholars Program (100%)

- ❖ Educates campus community about McNair Program services through the development and implementation of an effective marketing plan
- ❖ Works effectively with campus administrative and academic departments
- ❖ Manages annual identification, recruitment and selection process of new McNair Scholars cohorts
- ❖ Assists second-year McNair Scholars with the identification of off-campus research internship opportunities
- ❖ Provides appropriate career and academic advising for all McNair participants
- ❖ Assists McNair Scholars in the graduate school application and financial aid process
- ❖ Develops project newsletter and research journal
- ❖ Facilitates student/faculty mentor relationships
- ❖ Coordinates and manages summer research and graduate preparatory program activities
- ❖ Develops and implements new program activities as needed
- ❖ Manages tracking of McNair Scholars after graduation from Beloit College
- ❖ Works with alumni as they navigate through the pipeline toward a doctorate or terminal degree

Kristin Frey (PH. 363-2620/ E-mail: freyk@beloit.edu)

Program Operations Coordinator, SSS (60%) and McNair (40%) Programs

- ❖ Provides administrative and operational support in the development, implementation and marketing of the programs
- ❖ Coordinates activities of support staff, faculty and consultants engaged in implementation and administration of program objectives
- ❖ Monitors eligibility status of prospective SSS/McNair participants
- ❖ Assists in the development of program promotional materials and publicity
- ❖ Arrange travel plans as needed for the McNair staff
- ❖ Coordinates student travel arrangements to graduate schools and conferences
- ❖ Coordinates scheduling for the McNair Summer Programs to secure classroom space, event locations, travel arrangements and cultural enrichment activities for trips and graduate school visits

Jennifer Nilson, Program Assistant (McNair 10%)

- ❖ General Coordination of TRIO-related work for TRIO Director

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RESPONSIBILITIES AND EXPECTATIONS

- Scholars must meet individually with the program coordinator (Julie Elliott) **at least once every month** during the academic year.
- Attendance is required at all McNair workshops, seminars and other events. If, for any reason, you should have to miss a meeting, the program coordinator must be contacted prior to the meeting time via phone and e-mail. If she is unable to be reached, please contact the Program Operations Coordinator, Kristin Frey.
- Punctuality to all activities is characteristic of *scholarly behavior*. If you are aware that you will be tardy to an event, please notify the program coordinator ahead of time.
- You are responsible for ALL assignments and materials regarding missed activities.
- All scholars must come prepared to actively participate in seminars, workshops, graduate school visits and other activities. Bring interesting research, internship and graduate school information to meetings and share it with other scholars.
- Come to events and meetings with an open mind and positive attitude to learn and share in the experiences of faculty, staff, and peers. Be respectful and attentive.
- True scholars act in a professional manner at all times. Professional behavior is a way of conducting oneself that includes:
 - **Respecting Others:** Scholars respect the privacy, confidentiality, personal and physical space, time and experiences of others. A scholar aims to understand the differences of others, provides constructive feedback, contributes equitably in a group, and avoids troublesome behavior of any kind.
 - **Commitment to Quality:** Scholars strive for the highest possible standard of performance and endeavors to produce work in which he or she can take pride.
 - **Responsibility:** A scholar takes responsibility for his/her own progress by completing their own work, preparing, attending and participating in all activities. A scholar also takes responsibility for his/her actions with care for consequences that might evolve and is aware of how their behavior/actions will affect others.
 - **Personal Integrity:** Professionalism is reflected by the extent to which others can rely upon you. A scholar can be counted on to follow through on commitments, avoids conflicts of interest and bias, and adheres to the rules of the organizations with which he/she is involved, including the McNair Program.



Beloit College McNair Scholars Program

As a McNair Scholar, you have earned a place within a highly regarded, transformative post-baccalaureate research program. To maintain program integrity and your personal prospects, you must maintain the highest standards in and out of the classroom.

I, _____ accept the offer to participate in the McNair Scholars Program at Beloit College. I understand that the purpose of this program is to prepare me for graduate study leading to a doctoral degree and I am prepared to give my full commitment to this goal. I further agree to:

- Maintain at least a **3.0 GPA** and put forth my best efforts to raise it as high as I possibly can.
- Maintain full-time student status.
- Attend and actively participate in **ALL** program activities and events, including weekend seminars and individual and group meetings.
- Complete all assignments in a timely manner.
- Meet with the Coordinator at least twice a month and with the Director once per semester.
- Attend **and** present research at:
 - Beloit College's Symposium and any other symposium available my first summer at Beloit **and**
 - the off-campus Summer-Research Opportunity Program (SROP) of my choice during my second summer.
- Attend and present at least once at:
 - The National Conference for Undergraduate Research (NCUR) and/or The Annual National McNair Conference in Delavan, WI or another *annual National McNair Conference*
 - **Optional:** you may also attend or present research at another professional academic conference, with approval from the Director.
- Make appointments with the Coordinator to complete graduate school applications in a timely manner.
- Participate in the Graduate Record Examination (GRE) workshops and complete practice exams prior to taking the GRE exam.
- Apply and participate in a second summer of research at another institution (if accepted as an incoming junior)
- Apply **to at least three** graduate schools for graduate study.
- Upon receiving my BA/BS degree from Beloit College, I agree to keep the program informed of my educational progress and release the following information pertaining to my graduate studies: the name and location of my graduate school or place of employment, and my current contact information (telephone, address, e-mail).

Student's Signature/Date

Coordinator's Signature/Date

Director's Signature/Date



The McNair Pledge

“In the tradition of past Beloit College McNair Scholars, I pledge to continue to excel academically, to promote academic excellence in others, to commit to scholarly research, and to pursue a graduate degree upon completion of my baccalaureate degree.

Furthermore, I promise to honor the memory of Dr. Ronald E. McNair through my life-long dedication and commitment to the principles embedded within the McNair Scholars Program.”

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McNAIR SCHOLARS PROGRAM ---Graduate School Visitation Guidelines---

Visiting various graduate schools presents McNair Scholars with a special opportunity that enables you to “get a feel for the campus,” to gain a better understanding of how large research institutions/graduate schools operate, and to give everyone somewhat of an idea of what transitioning into a graduate school will be like.

- **EVERYTHING** said at a graduate school presentation may not necessarily apply to you or your field. However, **SOMETHING** will be! So be polite and attentive and be prepared to take away the information you will need.
- Even if you have no intention on attending the particular school you are visiting, you must still be an active, engaged participant at all times. Please remember that you are always representing the McNair Scholars Program and Beloit College.
- The McNair Scholars Program will **never** say you *should* apply to UW-Madison or the University of Minnesota (for example). We try to visit a cross-section of different schools (i.e. college towns, private schools, public schools, large schools, smaller schools, urban campuses etc.) to give you an idea of what TYPE of institution **you** might be most comfortable at or would feel like “a good fit.”
- You should attempt to have a one-on-one meeting with a faculty member in your discipline at each school we visit. Some schools will set these visits up for you and other schools will ask you to set them up. Take initiative and be pro-active and prepared. It’s a great opportunity for you to network!
- In a one-on-one meeting you should (at the very least) know what that particular faculty member researches. Better yet, you should have read something they have written and be able to discuss it with them or make an observation about it.
- Prepare a few good questions for your one-on-one meeting. HINT: it doesn’t hurt to flatter them by telling them how “enlightening” or “interesting” their research is....but be sincere.
- The “Work hard/Play hard” theory will be in practice at each school we visit!
- Be on-time, awake and engaged at all presentations, tours, interactions, etc.
- Go out of your way to meet faculty, staff and students at each institution. You never know who could be your next colleague, mentor or advisor. Campus visits are a great opportunity for those of you who are shy to push yourself and “get out of your comfort zone” – even for just a short time.
- Dress to impress! Again, you never know who you will run into or how much you will fall in love with a school or department. Make a great first impression!
- As a first-tier scholar, keep in mind you will be spending your second summer off-campus. Ask about possible summer research internship opportunities, in addition to graduate school opportunities.
- Get your “elevator talk” ready. My name is _____ and I am a McNair Scholar at Beloit College. My research interests are _____ and I am currently working under Dr. _____. In graduate school I hope to investigate _____. Speak with energy, excitement and passion. Be genuine!
- Talk to faculty members at Beloit College **before** going to a visit. They may have colleagues, friends or former research team-members at that particular school. They can also give you “the real skinny” on the school, the culture, the department’s mindset, and their emphasis, etc.
- Be **very honest** about where **YOU** want to go and what **YOU** are interested in researching. Faculty don’t usually just make a bid for their particular institution and if you are honest, they will give you suggestions on schools and particular programs to apply to that are especially renowned in your area of interest.
- *Don’t say anything about law school or medical school while you are on a McNair Scholars-funded trip. It is outside the scope of the program and you may not use the visits to find out about those fields.*
- Beyond one-on-one faculty visits, ask if you can talk to any graduate students in the department. Beyond that, ask if you can sit in on a graduate class or seminar.
- If you really make a strong “connection” with a faculty member or department, follow-up with them and cultivate the relationship through the end of your studies at Beloit.

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CONFERENCE ATTENDANCE GUIDELINES

One of the benefits of being a McNair scholar is the chance to attend and present at any number of research and professional conferences. Although most conferences are held in culturally diverse and exciting cities--cities you may be eager to explore--the first expectation of a scholar is to *learn* at the conference. Beloit College's McNair Program encourages scholars to have a great time at conferences-- while keeping the following points in mind:

- Each scholar is expected to be present at every meal provided by the conference, unless you request and are given permission to miss it.
- Each scholar must make every effort to attend each fellow cohort member's presentation—oral or poster. We know you have heard and/or seen them before, but your presence shows support, respect and interest in your fellow scholars.
- Each scholar should make every effort to attend all plenary sessions, keynote speakers etc. In addition to picking up valuable information, it will provide you with excellent networking opportunities.
- Outside of agreed-upon meeting times and all conference scheduled events, you are free to manage your own time as a responsible student professional. If you decide to leave the conference site, please notify the McNair coordinator or staff in charge prior to leaving. If you want to play hard at night, that's fine-- but we expect you to work hard during the day, as well.
- **Keep itemized receipts** for any meal/s eaten outside of the conference. You must also show proof (with a conference agenda) that a meal was not provided during that time. Meals on your own must be kept within a reasonable budget that follows Beloit College guidelines. Turn in the receipts the week you return to campus along with a completed expense form.
- You are expected to stay the length of the conference unless other arrangements have been made with the program coordinator or director.
- Itineraries and travel plans can and often do change. Please be understanding and pleasant while traveling with a group. One moody scholar can ruin everyone's day.
- At all times remember that you are a Beloit College student and McNair scholar. Your image should be one of professionalism and intelligence.

BELOTT COLLEGE MCNAIR SCHOLARS PROGRAM 2009

GENERAL McNAIR PROGRAM POLICIES

ATTENDANCE

Attendance is required at all McNair workshops, meetings, and events. If you have a “legitimate” reason for being absent, the program coordinator must be contacted prior to the meeting time. If the program coordinator is unavailable, please contact another McNair staff person. You are responsible for knowing whatever information is presented at the gathering. Also: please keep in mind that excessive or unexcused absences in the summer and failure to meet deadlines will adversely affect your summer stipend amount.

COMMUNICATION

Scholars are expected to check and respond to their email daily. In addition, please update program staff immediately should any changes in your contact information occur.

COMPENSATION & EXPENSES

Compensation, including stipends, application fees, and coverage of any graduate school visit expenses not covered by the host institution are subject to approval based on your degree of participation in McNair activities and program requirements.

EXPENSE REPORTS

The McNair Scholars Program will reimburse/pay for expenses incurred during official trips, research and professional conferences, or graduate school visits, provided students have proper documentation and all purchases/expenses were previously approved. In order to receive any reimbursement, expense reports detailing itemized expenses *with original receipts attached* must be completed. Meals on your own must be kept within a reasonable budget that follows Beloit College guidelines. You must complete the reports correctly and within a reasonable time of returning from the trip. Allow the coordinator one week to secure your funds after turning in your expense report. If you lack the funds to wait for reimbursement and need an advance, speak to the coordinator or the director and we will handle this on a case-by-case basis.

SUMMER HOUSING

All McNAIR Scholars are required to live on-campus during their First Summer Research Program. No Exceptions. First year “Rising Junior Scholars” will be able to move in on **Monday, May 25**. The “Senior Specials” will be able to move in **Wednesday, May 20** in order to begin attending GRE Prep classes. All first year scholars will be required to move out of their rooms July 18. Please note that room and meal costs will be taxed (along with your stipends) as they are considered part of your compensation.

OUTSIDE EMPLOYMENT

As a McNair Scholar, the program is your number one responsibility and priority during the summer session. It is unacceptable to miss any workshop, meeting, or event because of a “work-related” conflict. As we emphasized during the interviews, “McNair” is expected to be your full-time job over the course of both the first and second summer eight-week programs.

BELOTT COLLEGE MCNAIR SCHOLARS PROGRAM 2009

GENERAL MCNAIR PROGRAM POLICIES

TRAVEL POLICIES

CRITERIA FOR TRIPS SPONSORED BY THE BELOTT COLLEGE MCNAIR PROGRAM

- **All travel privileges are dependent on YOUR participation and commitment to the McNair Scholars Program.**
- **Proposals should be submitted via e-mail to the program director and coordinator in a timely manner – at least 3 weeks prior to the event and at least one week prior to the conference registration deadline.**
- **See previous section on EXPENSE REPORTS.**

CONFERENCES

McNair Scholars are encouraged to seek out research and professional conferences to improve their overall resume/vitae. A proposal must be submitted for any travel request at least one week prior to the conference registration date. Decisions will be made within one week of submittal. The proposal must include the following items: justification for trip, registration materials, conference agenda, abstract if presenting, budget, dates and evidence of acceptance to particular conference (i.e. printed emails etc.). Students who are in good standing with the Program, are making satisfactory progress towards the completion of their degrees, with a G.P.A. of 3.0 and higher, and are participating in the majority of sponsored program activities, will have preference.

GRADUATE PROGRAM VISITS & FAIRS

Visits to graduate schools and fairs will assist students in their school selection process. Scholars are also encouraged to visit potential graduate/PhD programs. A proposal must be submitted for any travel request at least three weeks prior to the proposed travel date. Decisions will be made within one week of submittal. The proposal must include the following items: a detailed budget, dates, evidence of meetings with faculty, staff or graduate students (i.e. printed emails etc.) and costs the host institution has agreed to cover. Applying to and being accepted by a particular program will increase the likelihood of a program-funded visit. These visits are reserved for students who are seniors, have participated in the majority of events sponsored by the program and have maintained satisfactory progress toward the completion of their degrees.

BELOTT COLLEGE MCNAIR SCHOLARS PROGRAM 2009

PROPOSAL FOR TRAVEL GRANT

APPLICANT:

TODAY'S DATE:

Conference (please attach an information flyer if possible):

Place & date:

Please describe the extent of your participation:

How will this conference benefit you and the college?

Please provide an item-by-item breakdown of the funds you are requesting and be as specific as possible

Hotel accommodations:

Your cost per night:

Total cost (for you):

Are you receiving a special conference rate?

How will this be paid for? (Your credit card? Faculty? etc)

Conference Registration Fee (Please attach a conference flyer if possible):

What is included? (Meals, snacks, events, etc)

Date of Early-Bird Registration:

Early-Bird Price Break:

Price after Early-Bird Registration:

Meals:

Estimated cost per day of breakfast, lunch, dinner if not provided by conference:

Transportation Details:

Airfare (from where to where):

Bus (from where to where):

Cabs (from where to where):

Other costs/expenses:

TOTAL COST:

OTHER SOURCES OF FUNDING:

TOTAL AMOUNT NEEDED FROM MCNAIR:

Do you prefer a cash advance or reimbursement?

Taking steps towards Graduate School

The Summer Prior to Your Junior Year

- Begin to explore the programs for which you would like to apply. Browse through college bulletins, Peterson's Guides, department brochures in the library, and utilize faculty and web resources.
- Compose a draft of your **Statement of Purpose**. Have several people critique it.

Junior Year (Setting Your Goals)

- Maintain **at least a 3.0 GPA (3.5 and higher to be seriously competitive)**
- Examine and explore academic career goals.
- Strengthen your mentoring relationships. Discuss your research interests and academic plans with faculty and advisers.

Early in Junior Year

- Research appropriate graduate programs. Write for catalogues and publications.
- Investigate national scholarships.
- Research entrance exams/test dates and fees.
- Contact potential graduate faculty advisors (hint: read their research first)
- It is a **program requirement** that you apply to and participate in a summer research internship **off-campus** your second summer so begin World Wide Web searches on summer research internships and co-ops at various universities. (C.I.C. and Leadership Alliance are good starting points. Check out FACS). **Complete applications prior to leaving for winter break—especially if you plan to study abroad in the spring.**

Late in Junior Year

- Attend graduate and professional school fairs.
- Practice interviewing at FACS (many programs require admissions interviews)
- Identify and begin applying for financial aid sources.
- Enroll in a GRE or other test prep course if you are unable to take the summer GRE Workshop

The Summer between Your Junior and Senior Years

- Take GRE classes and the GRE test.
- Visit your top choice schools if possible.
- Polish up your Statement of Purpose/Personal Statement. This is the most important part of your application and might be the deciding factor in the admissions process. It will be the deciding factor for **qualifying** as well as for **clarity of professional goals**.
- Update your resume.
- Verify application/financial aid deadlines.

BELOTT COLLEGE MCNAIR SCHOLARS PROGRAM 2009

SENIOR YEAR

September-October

- Meet with faculty members to discuss your Statement of Purpose. Ask three professors who know you well for a letter of recommendation. (Provide deadlines, program information, resume, as well as envelopes and stamps).
- Obtain multiple copies of recommendations.
- Fill out on-line applications and complete financial aid documents (**must be absolutely error free!**)
- Take the GRE and/or other appropriate standardized tests-- if you haven't already.
- Obtain official copies of your transcripts from all schools of record.
- Continue correspondence, networking, and building relationships with potential graduate school advisors.

November-December

- Mail in application packets—do this **well before the deadline** as most schools make decisions of admittance and financial distribution on a first-come, first-served basis.
- **Keep copies of everything.**
- Send thank-you notes to all references.
- Call each school to make sure that your application has arrived and is complete.
- Forward test scores to schools of your choice.
- Register for Graduate/Professional School Financial Aid Service (GAPSFAS) if needed.

January-March

- Send updated transcripts.
- Continue to search for fellowships and scholarships for extra financial support.
- Complete your federal income tax return as soon as possible if you are applying for need-based financial aid.
- Contact schools about the possibility of visiting and scheduling an interview. A personal visit can enhance your chance of being accepted. Departments will often help with travel expenses.
- Put together your **Plan B**. Consider other options—just in case you are not accepted, decide to defer, or do not receive sufficient funding. Talk to FACS.

April-May

- Discuss acceptances, rejections, and other career options with faculty members, your McNair coordinator, and other resources on campus.
- If you decide to defer for a year, contact the graduate department concerning that possibility.
- APRIL 15: Select your graduate program and notify the proper officials of your decision.
- Inform all schools of your decision as well as the references who have dutifully written excellent recommendations on your behalf!
- Celebrate the end of your journey at Beloit and the beginning of a new one at _____ !

BELOIT COLLEGE MCNAIR SCHOLARS PROGRAM 2009

FUNDING RESOURCES FOR GRAD SCHOOL

FINDING FELLOWSHIPS

Use the web to search for fellowship opportunities. You can start by visiting the graduate school web sites of your prospective institutions. Also inquire about fellowship opportunities at the campus career center (FACS).

In addition, use internet search engines to find fellowship programs and professional societies in your field. Use **key words** such as “**fellowship**,” “**graduate**,” and words relevant to your discipline or research interests.

National Fellowships and Scholarships

American Political Science Association (APSA) Minority Fellows Program

Applicants can be seniors in colleges and universities applying to a doctoral program in political science OR students currently enrolled in a masters program applying for doctoral study at another institution. www.apsanet.org/about/minority/fellows.cfm

American Sociological Association (ASA) Minority Fellowships

Supports the development and training of sociologists of color in mental illness and disorders and related co-morbidities. www.asanet.org/student

Beinecke Scholarship

Eligible candidates are juniors with a 3.6 (or better) GPA who can demonstrate financial need. Twenty **\$32,000** awards are given each year to students from 100 eligible colleges (including Beloit College) for graduate study in the arts, humanities or social sciences. Deadline is December 1 each year. Visit www.beineckescholarship.org -then contact faculty rep Shannon Fie (fies@beloit.edu)

British Marshall Scholarships

Provide two to three years of study leading to a degree at any British university. Seniors, graduate or professional students, and graduates are eligible to apply. Applicants must be U.S. citizens. www.marshallscholarship.org

Harry S. Truman Scholarship

Eligible candidates are college juniors in the top quarter of their class with a strong record of leadership. Approximately 75 scholarships of **\$30,000** for graduate or professional school in preparation for a career in government or other public service are awarded each year. **On-campus deadline is November 15 each year.** Visit www.truman.gov and then contact faculty rep Georgia Duerst-Lahti (duerstgj@beloit.edu, extension 2333.)

National Institutes of Health

The NIH is a government agency devoted to medical and health research, as well as a potential funding source for pre- and post-doctoral study. www.nih.org

Gates Millennium Scholars: <http://www.gmsp.org/>

BELOIT COLLEGE MCNAIR SCHOLARS PROGRAM 2009

PUTTING TOGETHER POSTERS AT THE B.C. LIBRARY

WIDE FORMAT PRINTING

The wide format printing service required for posters is available to all students, faculty and staff for college-related projects. The College Library has provided the following guidelines regarding acceptable file formats, the process for scheduling an appointment, and the cost associated with this service (which is covered by the McNair Program). Please print a copy of the printing request form that follows this page and bring the completed form with you to your printing appointment.

If you need assistance or have questions, you are encouraged to stop by the Tech Help Desk (THD) in the Library. Their summer hours are:

June 14th 1 pm – 5 pm.

June 15th through August 7th:

Monday-Thursday from 5 pm until 10 pm

Sundays- 1 pm – 10 pm

ISR will also be open Monday-Friday from 8:30 am – 4:30 pm, or from Sunday – Thursday from 6:00 pm – 12:00 am. You may also call or email them at x 2476 or techhelp@beloit.edu.

COSTS

The fee to cover materials is based on the length of the final print, and is currently set at \$0.60 per linear inch. For McNair Scholars this fee is paid by our department budget code. You must have the McNair Program Coordinator (Julie Elliott) or the TRIO Director (Stephanie Norton) sign the form that follows on page 23 PRIOR to your appointment.

ACCEPTABLE FILE FORMATS

Documents and posters that are 40” wide are printed on glossy and matte paper with an additional one inch margin on either edge. It is possible to print documents created on PCs and Macs. At the time of your appointment, bring the FINAL [error-free] version of the file to be printed on a USB flash drive or CD, along with the COMPLETED wide-format printing request form below. **NOTE: if your document is not formatted properly, you will have to reschedule your printing appointment.**

The *preferred* file format is PowerPoint (.ppt). The following file formats are also acceptable: .jpg .tif .png .psd and .pdf. If you need assistance, please contact the Tech Help Desk @ x 2476.

SCHEDULING AN APPOINTMENT

Printing appointments are available Tuesday through Thursday only—from 11:30 am – 3:00 pm. Appointments must be scheduled through the Tech Help Desk and **24-hour notice is required**. The ISR staff urges you not to wait until the last minute to print your poster—each project takes approximately 30 minutes to complete and you want to be sure that there is time enough for your project to be printed. An ISR staff member will conduct the printing with you. Once your appointment is finalized, ISR will follow-up with an e-mail confirming the agreed upon time.

BELOIT COLLEGE MCNAIR SCHOLARS PROGRAM 2009

BELOIT COLLEGE ISR

WIDE FORMAT PRINTER REQUEST FORM (POSTERS)

NAME		PHONE	BOX #	APPT. DATE	ACCOUNT #
<u>COURSE #</u> McNair Scholars Summer Program	<u>DEPARTMENT</u> _____	<u>INSTRUCTOR/MENTOR</u> _____		<u>PHONE #</u> _____	
<u>PRINT JOB DESCRIPTION</u>		<u>INCHES</u> (length)	<u>rate/ inch. \$0.60</u>		
			<u>TOTAL COST:</u> _____		
FOR OFFICE USE ONLY					
AUTHORIZED BY (McNair Staff signature required for account billing)			DATE		

BELOTT COLLEGE MCNAIR SCHOLARS PROGRAM 2009

Expense Report

Beloit College

Name: _____

Address: _____

Purpose: _____

Daily Expenses Paid By Individual:

Travel Dates: _____

Attach all receipts for expenses paid by individual.

ITEM	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
Personal Automobile:								
Miles @ .42/mile								
Car Rental								
Airtare								
Breakfast								
Lunch								
Dinner								
Lodging								
Taxi, Bus or Rail								
Telephone								
Tolls								
Parking								
Total Paid by Traveler								

(A)

Total Paid By Traveler \$ (A)
 Advance Received \$
 Balance-Due Traveler \$
 Balance-Due College \$

Personal Account Number: 01-0000- _____ -1220
 Account Number To Charge: _____

Daily Expenses Charged To Beloit College:

Keep all credit card receipts to attach to monthly statement.

ITEM	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
Car Rental								
Airtare								
Breakfast								
Lunch								
Dinner								
Lodging								
Taxi, Bus or Rail								
Telephone								
Tolls								
Parking								
Total College Charges								
Combined Total								

(B)

(A)+(B)

NOTE: Expense reports must be submitted to Accounting within 10 days of completing travel.

Employee Signature

Approved By Supervisor

Date