Summer Seminar for Student-Faculty Collaborative Research
Information Sheet and Application for FACULTY

The Summer Research seminar provides a stipend (and, if desired, campus housing & academic credit) to allow an undergraduate student to pursue substantive critical work within her or his field, in close collaboration with a faculty advisor. For a period of 10 weeks between early June and early August, funded students are expected to devote their full-time attention to the project at hand, meeting weekly with the other researchers for a seminar workshop on the status of projects. Each researcher will be expected to give oral presentations of their work during the workshop, as well as written midterm and final reports to the Collaborative Research director (in addition to whatever tasks you and your student collaborator determine in tandem).

What gets funded? Any collaboratively devised project—defined as critical research in any discipline, critical study across disciplines, focused engagement in field/service work & research, or a creative endeavor of some form—is eligible for the summer program. A committee of faculty from across divisions will meet to review all applications and choose 20–24 projects to be funded. In the last few years, the number of applications has risen considerably, making the process competitive.

The interdisciplinary committee considers the following when selecting which proposals will be funded.
1. Is the proposal clearly written?
2. Is the goal/outcome of the project clearly articulated?
3. Is the methodology appropriate for the question asked?
4. Is the proposed project feasible?
5. Is the importance of the project clearly communicated?

Funding: Each student receives a summer grant of $2500, disbursed in biweekly checks throughout the 10-week program, pending a continuous, successful fulfillment of the program expectations. Each student is expected to fill out a biweekly timecard, to indicate engagement with the project. It is assumed that 35–40 hours per week will be committed to your work on the project, if not more. On-campus dorm housing is available at no cost to student participants, and can be requested in their application. Faculty members are expected to participate in the collaboration as defined by the proposal, which should involve meeting with the student on a regular basis, reviewing or trading drafts, assessing respective sources, and so on; it is assumed that the articulated research objectives of the faculty member will play a role in collaborative determination of the precise list of summer activities. In compensation, faculty will receive a $500 stipend.

Workshops: For three hours once a week, students (and, as often as possible, faculty colleagues) meet to check in on general progress and to hear presentations from two to four of the researchers. These workshops are mandatory for all undergraduate researchers involved in the summer program, except in the rare instance where travel is connected to the research being funded or other absences have been advised by the faculty collaborator and approved by the program director (Paula Mullineaux). The program benefits greatly from faculty attendance, so we assume that faculty members would attend at least on the days their student collaborator presents, and more often as possible/desirable.

Reports: The ultimate assessment of your project’s progress is up to you and your faculty colleague. However, the program requires two substantive but brief reports. One report defines your midterm progress (due in early July); the second is a final analysis of the summer’s accomplishments (due after the workshop ends, by mid-August). These reports are to be written by the student, in consultation with the faculty member.

Outcomes: In addition to fulfilling whatever goals set for the student and faculty member in your collaborative research, if selected for participation in the summer program, the student will be encouraged to submit the project for presentation at the National Conference of Undergraduate Research (NCUR), and required to present at Honors Day in the following academic year. Faculty members are encouraged to think about and define parallel outcomes, ranging from scholarly papers or conference presentations, to artistic work, to tangible preparation for future courses or revision of current courses—see point (3) in the letter guidelines below.
What do I need to do right now?
Consult, frequently, with the student researcher to define collaboratively the scope and significance of your respective approaches to the project, objectives as well as individual and collective outcomes. Note that the applications will be read by an interdisciplinary committee. Be sure that the application is understandable to educated persons who are not experts in the project’s field of study. Applications are due by Friday, March 11, as MSWord or PDF submitted via email to Paula Mullineaux (SCUR@hamline.edu). The committee will convene and make decisions by early April. Student and faculty collaborators should anticipate notification of their award status by April 4th.

Letter of support from the Faculty collaborator
A significant criterion in the evaluation of each proposal is the committee’s assessment of the nature and utility of the collaboration between the faculty member and the student.

A faculty letter of support is not meant to be a general recommendation of a student’s many fine qualities. Instead, it should in 1–2 pages speak to three points: 1) the sponsor’s view of the scope and nature of the project, 2) the sponsor’s familiarity with the student’s work and work habits, and 3) the sponsor’s assessment of the nature of collaboration, including the time committed to working with the student throughout the Summer and an outline of the sponsor’s research goals and projected outcomes.

Reactions to number (3), for instance, could address how the work being done will relate to an on-going scholarly project, potential future scholarly writing or creative endeavors, preparation for course work, extension and application of your work into new fields or areas. There is not one desired answer about the faculty’s outcomes—instead, the goal is to make explicit the many actual ways (from among the multitude of possible ways) this project is situated within the faculty member’s own professional development.

If the proposal is to be considered for the Ridgway Forum Fund Partnerships, please also note this in your letter of support for the project. In addition, you will need to include your current curriculum vitae. Please see the full call for applications posted to the summer collaborative research page (http://www.hamline.edu/cla/collaborative-research/summer.html).

Please include the following in your letter of support.

I have evaluated this application and approve it as proposed by the student. If this student is granted an award, I agree to serve as his/her mentor and to supervise the work according to the provisions defined herein and by the collaborative research program.

e-SIGNATURE: Date:

Faculty home department:

The faculty colleague should submit an electronic copy of this form directly to Paula Mullineaux (scur@hamline.edu) by March 11, 2016.