

## **Undergraduate Research Experience Guidelines (URE UNBC)**

The intent of the Undergraduate Research Experience program is to provide opportunities for UNBC's undergraduates to be involved in research and scholarly activities. It is also intended to provide encouragement for faculty members to mentor UNBC undergraduate students in their areas of research. Faculty members are encouraged to approach undergraduate students who would not otherwise have access to research opportunities and invite them to co-apply for the URE UNBC award.

### **The objectives of this program are to:**

- increase the number of UNBC undergraduate students who experience involvement in research
- encourage their critical and creative thinking and inquiry
- enhance their understanding of the processes of knowledge creation
- develop their skills to design and/or carry out a project
- improve their communication skills (written, oral, visual)

### **Please note:**

- While the undergraduate researcher will hopefully contribute to the research of the faculty member, the emphasis is on the quality of experience for the student, rather than the outcomes for the supervisor.
- The URE UNBC program is not intended to duplicate other undergraduate research experiences, such as honours programs or independent/directed studies. URE student award holders cannot receive a course grade for the URE-funded research in the semester of the award.
- The URE UNBC program is intended to provide research opportunities for undergraduates in *all* areas of research and scholarly activity (e.g. arts, humanities, natural sciences, physical sciences, social sciences, health sciences).
- To involve as many undergraduate students as possible, a student may receive only one URE award during their career as an undergraduate at UNBC.

### **Who may apply?**

- Faculty members in tenured or tenure track appointments, full-time term faculty, and Senior Lab Instructors with a research component.

### **Who is eligible for an Undergraduate Research Experience Award?**

- 'Full-time' undergraduate students (enrolled in a minimum 9 credit hours during the semester of the URE), who normally will have completed 30 credit hours at the time of the award; if research occurs during the summer the student must have been enrolled in 9 credit hours during the winter semester.
- The student will be eligible for one semester of support.
- A team of undergraduate students may be eligible for awards to work collaboratively on one research project.

### **Support available:**

- Up to 15 URE awards of \$1500 each will be provided this academic year, during the winter and summer semesters.

- URE awards will be paid out to the student bi-weekly over the course of the term.
- It is expected that the student will dedicate between 100-110 hours to the research activity during the term in which the award is made.
- The allocation of the awards will be approximately evenly split between the five faculties.
- A small amount of additional support may be available for travel costs to research site(s).

**Undergraduate research/scholarly activity experience activities may include** (but are not limited to):

- assisting with research design
- data collection
- data analysis
- participation in the production of a creative work, informed by research
- knowledge mobilization/knowledge transfer activities

**Criteria for selection of project:**

- quality of research proposal
- potential richness of research experience for the undergraduate student
- clarity of expectations for learning outcomes

**Criteria for selection of student:**

- academic record of student
- absence of previous opportunities for involvement in supervised research in a university setting
- commitment to providing a summary of their research experience and short presentation of their work (see 'Commitments and Expectations', below)
- written statement (200-300 words) by the student regarding how this opportunity will benefit their undergraduate learning experience

The distribution of these awards will reflect the diversity of research and scholarly activity at UNBC.

An important goal of the URE UNBC program is to involve students who would not normally have the chance to be involved in research. Supervisors are encouraged to consider this goal when selecting students to participate.

**Commitments and Expectations:**

- Faculty member will commit to reviewing the 'Supervision of Undergraduate Research Students at UNBC' document, available on the Office of Research website at: <http://www.unbc.ca/sites/default/files/sections/research/undergrad-research-award-info-supervisors.pdf>.
- Faculty member will commit to providing feedback to the student during and after the student's research experience.
- Student will commit to providing a short (2–3 page) summary report on research activities they engaged in, including title and 'abstract' of the research pursued (no more than 200 words), outcomes of the project, and assessment of experience.
  - In the assessment of the experience students are encouraged to reflect on their learning and, in particular, are asked to respond to the following questions:
    - 1) Did the experience enhance your research skills? Please explain your response.

- 2) Did the experience enhance your understanding of the research process? Please explain your response.
  - 3) Did the experience enhance your overall educational experience at UNBC? Please explain your response.
- A digital picture of the student, preferably while involved in the research, is much appreciated.
  - The title, abstract, picture (if available) and summary report may be used on the Office of Research or other UNBC websites, and in social media, university newsletters, and other publications.
  - The summary report is due to the Office of Research on the last day of final exams for the semester in which the URE award is held, or on September 1<sup>st</sup> if held during the summer.
- Faculty member will commit to completing a short evaluation of the URE, which will be used for ongoing program evaluation processes. The student is encouraged to provide feedback about the program.

**Process:**

- The URE Award call for applications will be announced both to faculty members and students during the fall term. Faculty members may approach prospective students or students may approach prospective faculty members.
- Faculty member and student will review the terms of reference and then complete the application form. A single PDF version of this application is to be submitted to: [research@unbc.ca](mailto:research@unbc.ca). The file name should use the following format: LASTNAME\_UREapplication.PDF

*The application due date will be December 15<sup>th</sup>*

- The best applications will demonstrate a strong alignment with the objectives of the URE Award as noted above.
- The successful applicants will be notified by e-mail.
- The faculty member and student will be responsible for:
  - 1) signing a statement of commitment (see end of application form)
  - 2) ensuring a student award form is submitted within a week of being notified about the award (so that payments may commence)

**Undergraduate Research Experience Award Selection Committee:**

An adjudication committee will be chaired by the Director of Research and Innovation and will include two members from each College, appointed by the respective Deans of the Colleges. Members of the adjudication committee should have a solid record of both conducting research and mentoring students.

If you have any questions regarding the award or award process, please contact  
Sharleen Balogh, UNBC Office of Research and Innovation, at  
[sharleen.balogh@unbc.ca](mailto:sharleen.balogh@unbc.ca)

*The Undergraduate Research Experience is sponsored by the  
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