

President's Recognition for Engaged Learning and Leadership Designation in Undergraduate Research

Rationale

The Undergraduate Research designation on the President's Recognition for Engaged Learning and Leadership, along with its accompanying transcript notation, will provide formal institutional recognition of a student's high-level achievements and participation in independent research or creative activities.

What is Undergraduate Research?

An inquiry or investigation conducted by an undergraduate student that makes an original, intellectual, or creative contribution to the discipline.

Oversight

The President's Recognition for Engaged Learning and Leadership designation in Undergraduate Research will be administered by the Undergraduate Research Council. The council will work with a group of qualified students and faculty mentors who are interested in participating in the program and providing participating students with support and guidance for completing the program.

Criteria

Demonstrated completion of a substantial and original scholarly research project or creative contribution (as per the above definition) conducted by an undergraduate student under the guidance of a faculty mentor and shared with the College community and within the student's professional discipline. There are three required components:

- 1. Demonstrated original research or creative activity that is substantial in terms of effort, outcomes and experiential learning.**

Several examples of eligible activities that might work towards this requirement include:

- a) Successful completion of a Cortland Undergraduate Summer Research Fellowship under the guidance of a faculty mentor.
- b) Successful completion of at least two semesters of credit-bearing independent investigation courses in which the student has carried out a substantial original scholarly research project or creative activity under the guidance of a faculty mentor.
- c) An Honor's or senior thesis in which the student has carried out a substantial original scholarly research project or creative activity under the guidance of a faculty mentor.

- d) A completed internship in which the student has carried out an original scholarly research project or creative activity under the supervision of an organization, community, or business partner.
- e) Co-curricular activity in which the student has carried out a substantial original scholarly research project or creative activity under the guidance of a faculty mentor.

And

- 2. **Participation as a lead presenter in a SUNY Cortland *Transformations* oral or poster presentation**

And one of the following:

- 3. **Participation as an author in an oral presentation, poster presentation, creative performance or exhibition in regional, national, or international professional conference or venue outside of SUNY Cortland.**

Or

Author or co-author of a regional, national or international peer-reviewed publication in their discipline outside of SUNY Cortland.

Documentation Required of Student and Faculty Mentor

As part of the application, the student candidate will prepare a portfolio providing supporting documentation of the above requirements, including a description of research/creative activity, a reflective statement, and a college transcript. Quantifying a number of hours spent on the project (both through curricular and extra-curricular activities) is helpful; for that purpose, students should keep and include a log of their time. The candidate should also include copies of written products (e.g., abstracts of presentations, exhibition or conference programs, publications, etc.) that further document the dissemination requirements (2 and 3).

As part of the application, the faculty mentor must also submit a separate report indicating how the student has met the requirement of original research or creative activity that is substantial in terms of effort, outcomes and experiential learning.

The student portfolio and the faculty mentor's report will be submitted to the Undergraduate Research Council for consideration.

The Undergraduate Research designation is in recognition for individual achievements and not to be applied to research groups. In the case of student candidates whose research/creative activities were part of a collaborative project involving more than one student, both the individual student candidate and faculty mentor must clearly specify in their documentation the *individual* contributions, outcomes, and significance of the individual student candidate and his/her efforts.

Process

The Undergraduate Research designation is by self-nomination and requires a faculty mentor sponsor.

At least one semester prior to the formal application, the student initiates the process by submitting a Nomination Form and letter of intent and arranging a joint consultation with the Undergraduate Research Council and faculty mentor.

Following pre-approval by the URC and successful completion of the requirements, the student submits the application form along with a portfolio and faculty report to the Undergraduate Research Council for review. Application must be signed by faculty research mentor and the student's department chair.

Application and portfolio will be reviewed by members of Undergraduate Research Council for verification and provisional approval.

Student applicants recommended for the recognition by the Undergraduate Research Council will have their names forwarded to the President's Leadership Coalition for Student Engagement and the Provost and Vice President of Academic Affairs for final approval and subsequent processing by the Registrar.

Students not recommended for the designation will be provided with a review of their application and portfolio indicating areas of deficiency.

Those students who have successfully achieved the designation in Undergraduate Research will have the Undergraduate Research designation added to their official college transcript and may be recognized with the President's Recognition for Engaged Learning and Leadership at the annual Honor's Convocation.

Nomination Form

President's Recognition for Engaged Learning and Leadership Designation in Undergraduate Research

Nominee Name: _____ ID #: C00-_____

Major: _____ Number of credits earned towards graduation: _____

Campus/Local Address: _____

Phone: _____ Email: _____

Title of Research/Creative Activity: _____

Faculty Mentor: _____ Department: _____

Campus Phone: _____ Email: _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

On separate page(s): Describe your proposed research experience or creative activity that will be substantial in terms of effort, outcomes and experiential learning. Please make sure to specifically address how you will meet the three criteria required for the recognition and also provide a planned timeline for which the research activity will take place.

Please note, this nomination form must be received and approved by the Undergraduate Research Council at least one semester prior to submission of complete application and portfolio.

Undergraduate Research Council Use

Received Date: _____ Consultation Date: _____

Director, Undergraduate Research Council