McNair Scholars Program
Texas A&M University
Corpus Christi
Faculty Mentor Handbook
McNair Contact Information

McNair Scholars Program Website
www.mcnair.tamucc.edu

Patricia Spaniol-Mathews, Executive Director
Glasscock Building
Room 151A
Mail Unit #5791
Phone: 361 825-3163
Email: pspaniolmathews@tamucc.edu

Anabel Hernandez, Program Manager
Glasscock Building
Room 150
Mail Unit #5791
Phone: 361 825-3835
Email: anabel.hernandez@tamucc.edu
<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of the McNair Program</td>
</tr>
<tr>
<td>Goal of Faculty Mentorship</td>
</tr>
<tr>
<td>Overview</td>
</tr>
<tr>
<td>Mentor Responsibilities</td>
</tr>
<tr>
<td>Mentee Responsibilities</td>
</tr>
<tr>
<td>Change of Faculty Mentor</td>
</tr>
<tr>
<td>Spring/Summer Research Guidelines</td>
</tr>
<tr>
<td>Research Article Format</td>
</tr>
<tr>
<td>Research Benchmarks</td>
</tr>
<tr>
<td>Research Action Plan</td>
</tr>
<tr>
<td>Journal Submission Form</td>
</tr>
</tbody>
</table>
History of the McNair Scholars Program

Dr. Ronald E. McNair was the second African American to fly in space. Two years later he was selected to serve as mission specialist aboard the ill-fated U.S. Challenger space shuttle. He was killed instantly when the Challenger exploded one minute, thirteen seconds after it was launched. Dr. McNair was posthumously awarded the Congressional Space Medal of Honor. After his death on January 28, 1986, members of Congress provided funding for the Ronald E. McNair Post-Baccalaureate Achievement Program. Congress named the program after the renowned astronaut in hopes of increasing the diversity of students enrolled in doctoral study. The Ronald E. McNair Post-Baccalaureate Achievement Program, referred to as the McNair Scholars Program, was established in 1987 as a federal funded TRIO program to increase the attainment of doctoral degrees by students from disadvantaged and underrepresented backgrounds. Specifically, the McNair Program guidelines require participants to be low-income and first-generation college students and/or a specific minority. There were more than 200 programs at colleges and universities across the country but due to budget cuts there are only 148 programs left to carry on the congressional mandated mission. The McNair Scholars Program (MCNR) began at Texas A&M University-Corpus Christi (TAMUCC) in 2007 and was under the direction of the College of Liberal Arts. MCNR is currently housed in the Glasscock Building and is under the direction of Academic Affairs.

Goal of Faculty Mentorship

The goal of the (MCNR) is for the scholar to enroll in a graduate degree program and ultimately receive a doctorate degree. In preparation, each McNair scholar must complete an undergraduate research project with guidance from their TAMUCC faculty mentor and actively participate in various preparatory workshops for graduate school. MCNR additionally seeks to provide the scholars with exposure to the culture, lifestyle, and responsibilities of graduate students.

Mentors should help provide McNair researchers with insight into, and the experience of, university level research. Specifically, McNair scholars will work with a faculty mentor to develop and carry out a research project and complete an article and poster relating to scholar findings.

Overview

Over the course of the semester, MCNR research faculty mentors should provide their mentee with:

- Advice on selecting a graduate school
- Guidance in the research process and in writing in their discipline
- Information about professional organizations and associations the student should join if possible, or other experiences that might be valuable to them in preparing to apply for and begin graduate school
- Input into the completion of their research action plan, literature review, and final research paper
- Insight into application to doctoral programs, the nature of graduate level research, and the lifestyle of the graduate student
The following is an informational summary of characteristics that increase mentoring success:

| Mentors listen. | They maintain eye contact and give mentees their full attention. |
| Mentors guide. | Mentors are there to help their mentees find life direction, never to push them. |
| Mentors are practical. | They give insights about keeping on task and setting goals and priorities. |
| Mentors educate. | Mentors educate about life and their own careers. |
| Mentors provide insight. | Mentors use their personal experience to help their mentees avoid mistakes and learn from good decisions. |
| Mentors are accessible. | Mentors are available as a resource and a sounding board. |
| Mentors criticize constructively. | When necessary, mentors point out areas that need improvement, always focusing on the mentee’s behavior, never his/her character. |
| Mentors are supportive. | No matter how painful the mentee’s experience, mentors continue to encourage them to learn and improve. |
| Mentors are specific. | Mentors give specific advice on what was done well or could be corrected, what was achieved, and the benefits of various actions. |
| Mentors care. | Mentors care about their mentees’ progress in school and career planning, as well as their personal development. |
| Mentors succeed. | Mentors not only are successful themselves, but they also foster success in others. |
| Mentors are admirable. | Mentors are usually well respected in their organizations and in the community. |

**Mentor Responsibilities**

The McNair faculty mentor responsibilities include two specific areas: 1) Graduate School Mentoring and Advisement; and 2) Research Project Mentoring and Advisement. The expectations within each responsibility area are outlined below.

**Graduate School Mentoring and Advisement**

- Discuss the graduate school application process in the respective discipline, including the strengths of various graduate programs, faculty research and teaching interests, aspects of the institutional and program culture at various graduate programs, and factors to consider when deciding which schools to consider.
- Encourage the McNair scholar to pursue a Ph.D. (the ultimate goal of MCNR) and help them understand the challenges and rigors of graduate education.
• Identify or recommend programs the student should consider and share connections you may have with faculty in those programs.
• Inform the McNair Scholar of the important academic conferences they should attend, relevant professional journals and publications, and professional and student associations and organizations they should join if financially possible.
• Inform MCNR of any difficulties or problems the student may encounter by contacting the Director, Patricia Spaniol-Mathews at 361 825-3163 or pspaniolmathews@tamucc.edu
• Provide the McNair Scholar to pursue a Ph.D. (the ultimate goal of MCNR) and help them understand the challenges and rigors of graduate education.
• Share your graduate school experience.
• Support the scholar and refer them to professional networks and opportunities.
• Write strong letters of recommendation for graduate school applications, fellowships, scholarships, post-baccalaureate programs etc.

Research Project Mentoring and Advisement

• Assist the scholar in developing and refining their research question.
• Assist the scholar with obtaining IRB and/or IACUC approval for their research project, if applicable.
• Critique and provide information related to the student’s proposed research project, from the creation of the Research Action Plan (RAP) through the completion of the final paper and poster. The scholar will need the approval of the faculty mentor for the Research Action Plan, IRB protocol if applicable, paper and poster.
• Meet with each student monthly during the academic year and weekly during the summer program to review the progress of their research and provide guidance on the completion of the research project.
• Provide references and background reading materials for their research project.
• Supervise the scholar’s research project and sign the scholar’s bi-weekly/monthly timesheets.
• When possible, after the scholar completes the assigned research, have the scholar apply to present at a discipline conference you plan on attending. If the scholar is accepted to present, both you and scholar’s travel expenses can be paid by MCNR if funds are available.

Mentee Responsibilities

McNair Research Scholars will be expected to:

• Accept criticism graciously
• Ask questions
• Be open and honest
• Be respectful and grateful
• Be willing to be mentored
• Have the courage to try new things
• Learn from mistakes
• Listens, watches, learns, and grows
• Strive to give his/her best at all times
1. Submit a RAP before starting any research
2. Complete the on-line Collaborative Institutional Training Initiative (CITI) training in research ethics in scholar discipline (http://research.tamucc.edu/compliance/irb_citi.html) by the end of January
3. Submit the RAP by the end of February
4. Complete an annotated bibliography of 15 scholarly works related to the research topic, which should be included in the RAP
5. If applicable, submit research protocol to IRB by the end of February
6. Complete the research literature review by the end of May
7. Submit research timesheets signed by the faculty mentor, documenting progress at intervals specified by MCNR
8. Submit to the research mentor for approval the final research article in the style of a journal article in the discipline field and a poster
9. Complete any revisions to the research article and poster that are required following submission by deadline date
10. Attend regularly scheduled scholar workshops

**Change of Faculty Research Mentor**

There are various reasons why a change of mentors should take place. The reasons are too numerous to list but what is best for the scholar and the mentor will be priority. If a scholar or mentor requires a change of the assigned faculty research mentor the process is:

- First: The scholar must meet with the assigned faculty research mentor and discuss the need for the change.
- If this cannot be arranged due to the faculty mentor is not available then the scholar must email the mentor with the details and meet with the McNair Director and discuss the issue. The McNair Director will try to make contact with the mentor and resolve the issue or discuss a possible replacement.
- Second: If the faculty research mentor does not want to continue mentoring a scholar then the mentor should contact the McNair Director to withdraw as the scholars mentor. This can be done by email, phone or a meeting. The details for the change should be discussed.

**Spring/Summer Research Program Guidelines**

Research offers the satisfaction of discovering something new. For the beginning researcher, there are more immediate practical benefits. Conducting research helps students understand materials they are studying in a way that no other kind of work can match. Research experiences increase the scholar’s competitiveness for graduate school. Scholar researchers and the faculty mentors, who participate in spring/summer research through MCNR, work on various projects. While outcomes greatly differ, the steps are generally the same and scholars should participate in most, if not all, of them. These steps include:

- Turning an interest into a topic, that topic into a few good questions, and finding answers to the questions that will result in a solution to a problem;
- Constructing an argument or hypothesis;
- Review of the existing literature;
- Testing the hypothesis;
- Writing and presenting the research conclusions.
**Research Project Time Commitment**

Scholars are expected to devote a minimum of 10 hours per week during the spring portion of the research and 20 hours per week during the summer portion of the program. Research project must have a stated begin and end date.

**Research Funding Information**

1. Scholars must complete the annual payroll orientation provided by the Business Support Specialist (BSI). This includes timesheet requirements.

2. Scholar must fill out all required payroll forms provided by the BSI.

3. Timesheets with mentor’s signature must be submitted to the Program Manager by required submission dates and with required research items.

4. Payments are released once a month based on research completion items. Payments start at a minimum of $500.00 and can reach a maximum of $2,000.00. The final $500.00 is release once the Program Manager accepts the final poster and research article.

5. Failure to turn in Spring/Summer research assignments will result in delay of payment.

6. No research can begin prior to the spring semester and Program Manager approval letter. Research must be complete by the end of summer.

**Research Article Format**

**Title Page**

The first page should include the following: Title for the research, student name, mentor name, title, program/department, and college.

**Abstract**

The second page should be the abstract and should not exceed 150-200 words or the standard for the discipline.

**Article Content**

The article should not exceed twenty, double-spaced, 8 ½” x 11” pages. Other specifications: Times Roman, 12 pt. font, and in a Microsoft word file.

**Writing Style**

Writing style (APA, MLA, Turabian/Chicago Manual of Style/Council of Science Editors) should be determined by the faculty mentor. The article should be clear, consistent, and concise. Particular care should be taken to ensure that each table, chart and/or figure is adequately explained. The paper should be written in a format that is acceptable for journal submission within the academic discipline.

**References/Bibliography**

Include a complete reference to each item cited in the research paper. References for items not used in the paper should not be included.
Appendix

If the applicant requires additional space in which to present details of a research instrument, elucidate a theoretical point of view, or elaborate on some other vital point, an appendix may be included. This appendix should not exceed (3) three pages, double-spaced.

Final Research Article

The student researcher should submit the final research article to the faculty mentor for approval. The faculty mentor approval form must be signed by the mentor and sent by the mentor electronically with the final article to the MCNR coordinator by the required dates.

Drafts of the research paper and the final research article should be given to the faculty mentor well in advance of the MCNR submission deadlines.

Research Presentation

Each McNair Scholar who conducts research during the 2015 spring/summer will be recommended to present his or her research findings at the annual TAMUCC McNair poster presentation event, one McNair conference, and one discipline conference, according to funds availability.

Research Supply Needs

Student researchers will discuss their research supply needs with their mentor before the request is written. The mentor must sign the written request before it is submitted to the McNair Scholars Program Office. All the supply information such as websites and costs should be attached to the pre-purchase request form.

Research Benchmarks

Spring/Summer

January 30 – Scholar must provide the name of the mentor selected for the research project and have completed the required CITI Training Certification

February 27 – Submit RAP and Annotated Bibliography of at least 15 scholarly sources

February 27 – Submit IRB Protocol, if applicable (If this process is required then no student payment can be provided until this process is complete)

April 30 – Submit Literature Review

May 29 – Methods/Data Analysis Section Draft

June 30 – Discussion/Results Section Draft

July 31 – Draft Article

August 31* - Final Article & Poster

*Deadlines for final research article will be determined individually by the scholar, McNair staff, and the faculty mentor but no later than August 31.
McNair Scholar Research Stipend

Each scholar will receive a stipend that is from $2500 to $2800 for approved research project, according to funds availability. The funds will be paid through payroll on a monthly/bi-weekly schedule with the completion of approved timesheets signed by the faculty mentor or designee. If a faculty mentor is not available to sign the mentor can provide a direct email authorization to the program coordinator. **No research can begin until all required forms have been completed and approved.**
McNair Scholars Program
Research Action Plan (RAP)

PLEASE TYPE OR PRINT LEGIBLY

SCHOLAR NAME: _________________________________  DISCIPLINE: ___________________

FACULTY MENTOR: __________________________________________________________

Directions: Use the space provided to describe the summer research you propose to conduct as a McNair Scholar. McNair staff is available to answer your questions and assist you in completing this form. Call or come by if you need further support. The best help you can get to complete this form will be from your Faculty Mentor. (If additional space is needed an additional page may be attached.)

STATEMENT OF THE PROBLEM: (the topic your research will explore)
State the problem in complete sentences in as few words as possible. State the problem, don’t just talk about it.

JUSTIFICATION/IMPORTANCE OF THE PROJECT:
Why proposed research is needed? How will it add to the knowledge base in your discipline?
HYPOTHESES AND/OR RESEARCH QUESTIONS:
Hypotheses and/or research questions direct researchers’ thinking in finding a solution to the problem (topic). List the hypotheses to be tested or state the research questions you will ask in seeking a solution to your research problem.

SOURCES OF LITERATURE REVIEW:
PURPOSE: To demonstrate that you have a clear idea of what is new about the proposed research. In the review, explain how your research builds on what has already been reported in the literature that relates to your problem.
SOURCES: Attach an annotated bibliography of at least 15 references you think will be used for your research.
METHODS OF DATA GATHERING/METHODOLOGY:
Tell step-by-step how data will be gathered to answer the questions or test the hypotheses of this research. (Keep in mind if you plan to use quantitative or qualitative methods.)

DATA ANALYSIS PROCEDURES:
Tell step by step how the data will be analyzed in order to reach conclusions about the questions or hypotheses of this research. (Keep in mind if you plan to use quantitative or qualitative methods.)
Project Begin Date: _________________  Projected Completion Date: _________________

OUTLINE OF PROJECT ACTIVITIES:
Provide a timeline/calender of research activities that will allow for completion by the end of the projected research completion date. Project must be completed by August 29th.

SIGNATURES:
Scholar: _________________________________________________ Date: ______________

Faculty Mentor: ___________________________________________ Date: ______________

McNair Manager: ________________________________________ Date: ______________
McNair Scholar Journal Submission
(Research Paper will not be accepted unless accompanied by this form with all required signatures.)

Student Name: __________________________ Submission Date: ________________

Research Article Title: __________________________

Article Number of Pages: ______ Article Word Count: ______ Poster Submitted Date: __________

McNair Faculty Mentor Name: __________________________
(as it will appear in the journal)

McNair Mentor: Title: __________________________ Department: __________________________

College: __________________________

Review Date: __________________________

______ Accepted No Revisions Needed _______ Major Revisions/Additional Review Needed

______ Accepted with Minor Editing _______ Not Acceptable

Mentor Comments: (If editing is needed, please provide specific instructions for the student)
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Please submit this signed form with the student’s final article and poster electronically.

Mentor Signature/Date: ____________________________________________________________

Student Statement:

Author represents and warrants to the journal staff and the publisher that the article delivered for publication is original and does not infringe the patent, trademark, copyright, trade secret rights or other proprietary rights of third parties. Author further represents that the research was performed in compliance with author’s institutions (and any other institutions related to the research) appropriate policies related to the use of animal and/or human subjects and human-derived material (the “IRB”).

McNair Scholar Signature/Date: __________________________

As Director for the McNair Scholars Program, I have reviewed the Scholar’s Research Article and find that it meets the requirements for completion of the McNair Summer Research Experience.

Director Signature/Date: __________________________