

THE COLLEGE HOUSE RESEARCH FELLOW (RF) POSITION

Fellowship Expectations and Responsibilities

Program Contacts:

Dr. Fayyaz Vellani, CHAS Faculty Mentor, (O) 215-873-2729, (E) fayyaz@writing.upenn.edu

Dr. Ann Vernon-Grey, Associate Director CURF, (O) 215-746-6488, (E) anneliza@upenn.edu

Ryan J. Keytack, CHAS Director of Residential Programs, (O) 215-573-3522, (E) keytack@upenn.edu

Cohort Red Email (even year start): CHASresearchred@lists.upenn.edu

Cohort Blue Email (odd year start): CHASresearchblue@lists.upenn.edu

Program Objectives:

- To involve more undergraduates in research at all levels and in all disciplines
- To provide instruction on how to put together a fellowship or research proposal
- To increase student contact with faculty inside and out of the College Houses
- To build intellectual community within and across the Houses
- To give students tools for success that they can use inside and outside of the classroom (not only writing and research, but also public presentation/speaking, interacting with peer researchers, and event planning)

Expectations and Responsibilities:

Responsibilities slightly vary from year to year, according to the changing needs of the College Houses and the College House Research Program (CHRP). Research Fellows (RFs) also have a hand in shaping what their involvement in the Houses looks like as designed in conjunction with the staff of that individual House. The eighteen-month fellowship does come with expectations and responsibilities:

Introductory Spring Semester: “Engaging Your House and Cohort”

- Attend an individual meeting with CHAS Director to review program and complete paperwork
- Schedule meeting(s) with House Fellows and/or House Dean to discuss the following:
 - Strategies to engage your House with the opportunities available through the Center for Undergraduate Research and Fellowships (CURF)
 - Ideas and schedule for research-related programming (at least 1 event)
- Attend CHRP dinner meetings:
 - February: Application of Knowledge (joint meeting with both cohorts and House Fellows)
 - March: Discovery of Knowledge and Experiencing Research Challenges
 - April: Technology Resources on Campus; Poster Assignment
- Promote in your House and attend the annual Undergraduate Research Conference which occurs during Quaker Days; a marketing kit will be provided
- Attend consultation appointment with specialist research librarian (spring or summer if in Philadelphia)

Summer: “Researching On Your Own”

Fall Semester: “Fine Tuning Research Methodologies”

- Attend CURF Open House and Research Expo at the beginning of the semester
- Complete poster assignment in preparation in conjunction with CURF timeline
- Attend CHRP dinner meetings:
 - September: Integration of Knowledge and Encountering the Boundaries of Your Discipline
 - October: Extending Research Beyond Academia
 - November: CURF Workshop on Grant Writing, Fellowships, Publishing and Next Steps

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Final Spring Semester: “Presenting Your Research”

- Attend CHRP dinner meetings:
 - February: Joint meeting with the new cohort and various House Fellows
 - February/March: CWiC Workshop on Public Speaking (the CWiC advisory team is also available for individual meetings to prepare for Research Conference)
- Submit proposal to present at Research Conference
- Participate in Research Conference as a presenter or attendee
- Present your research at a CHRP Showcase night (first years, four year or upperclass Houses)
- Attend an exit interview with CHAS Director to reflect on program experience

Stipend Information:

RFs are awarded a fellowship of \$1,500, for the purpose of defraying research-related costs. Examples of how RFs commonly use these monies include equipment purchase, travel costs, books, summer housing or purchase of other supplies/materials needed for research. Some students have asked to use the money to attend a conference or for some similar activity that requires more than the initial \$500 installment. Questions about use of the stipend can be referred to the CHAS Director.

College Houses & Academic Services requires participation in the University payroll system for receipt of stipend payments. Participants receive three deposits over the course of their time as a RF. All disbursements are pending fulfillment of expectations and will subsequently take place on the last Friday of the following months: April (\$500); November (\$500); and April (\$500). The funds will be direct deposited in the account on file with the University. Utilizing the payroll system eliminates any potential impact on financial aid packages and addresses all tax related concerns.