

THE COLLEGE HOUSE RESEARCH FELLOW (CHRF) POSITION

Fellowship Expectations and Responsibilities

Program Contacts:

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Program Objectives:

- To involve more undergraduates in original research
- 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, peer mentoring, and event planning)

Expectations and Responsibilities: Responsibilities slightly vary from year to year, according to the changing needs of the College Houses and the CHRF program. 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, such as:

Introductory Spring Semester: “Shadowing CHRFs and Promotion of Research Conference”

- Attend regularly CHRF dinner-meetings:
 - February: Joint meeting with the returning cohort and various House Fellows
 - March: Planning Events and Marketing the Undergraduate Research Conference
 - April: Public Speaking (CWIC) & Technology Resources on Campus
- Get to know your House Fellows and assist them with research-related programming
- Promote in your House and attend the annual Undergraduate Research Conference which occurs during Quaker Days
- Attend consultation appointment with specialist research librarian

Summer: “Researching On Your Own”

Fall Semester: “Fine Tuning Research Methodologies and Engaging Your College House”

- Attend regularly CHRF dinner-meetings:
 - September: Discovery of Knowledge and Experiencing Research Challenges
 - October: Integration of Knowledge and Encountering the Boundaries of Your Discipline
 - November: Application of Knowledge and Extending Research Beyond Academia
- Attend consultation appointment with specialist research librarian (if not completed in prior spring)
- 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 for research-related programming including the presentation of your research progress with some type of poster or an event
 - Recruitment and selection of a new CHRF for your House

Final Spring Semester: “The Undergraduate Research Conference”

- Regular attendance at CHRF dinner-meetings:
 - February: Joint meeting with the new cohort and various House Fellows
 - March: Research Conference Updates
- Attend consultation appointment with CWiC advisory team member
- Participate (as a presenter) in the Undergraduate Research Conference
- Present your research at a House program

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Stipend Information:

RFs are awarded a fellowship of \$1,000, for the purpose of defraying research-related costs. Examples of how RFs commonly use these monies include equipment purchase, travel costs, books, 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. RFs are not required to use the money on research expenses, and there is no penalty for spending the funds in any other way. We are flexible and will try to work with your needs, provided we have the money in our budget at the time that you need it.

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); October (\$250); and March (\$250). 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.