

# THE COLLEGE HOUSE RESEARCH FELLOW (RF) POSITION

## Fellowship Expectations and Responsibilities

### **Program Contacts:**

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### **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.

Each individual College House may further define the role of their particular RF, who may be asked, for instance, to live in the House for all 18-months, to present their research to other residents, or to help mentor the candidates preparing to apply for the following year's RF position.

All RFs will work directly with faculty and staff in the College Houses as well as the Center for Undergraduate Research and Fellowships (CURF).

### **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); December (\$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.

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### Introductory Spring Semester: “Engaging Your House and Cohort”

- Attend an individual meeting with CHAS Director to review program and complete paperwork
- Attend CHRP dinner meetings:
  - **Workshop 1a (January):** – joint meeting with both cohorts and CHAS faculty  
Application of knowledge and articulating the social and personal values that inspire your research
    - **Assignment: Plan social outing with your cohort**
  - **Workshop 2 (February):**  
Discovery of knowledge and experiencing research challenges
    - **Assignment: Review Institutional Research Board (IRB) requirements**
  - **Workshop 3 (March):**  
Technology and library resources on campus (Weigle, Penn Libraries)
    - **Assignment: Complete CURF poster requirements**
- 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)
- Promote in your House and assist at 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 with your poster
- Attend an individual meeting with CHAS Director to review involvement and provide updates on research progress
- Attend CHRP dinner meetings:
  - **Workshop 4 (September):**  
Integration of knowledge and encountering the boundaries of your discipline(s)
    - **Assignment: Create an outline of a 5-minute presentation on your current research to bring to the next workshop**
  - **Workshop 5 (October):**  
Communicating your knowledge through public speaking (CWIC – also available for individual meetings)
    - **Assignment: Write an elevator pitch of your research to bring to next workshop**
  - **Workshop 6 (November):**  
Communicating your knowledge through abstract writing, creating video, and presenting

### Final Spring Semester: “Presenting Your Research”

- Attend CHRP dinner meetings:
  - **Workshop 1b (January):** – joint meeting with both cohorts and CHAS faculty  
Application of knowledge and articulating the social and personal values that inspire your research
  - **Workshop 7 (February):**  
**(Part 1)** Next steps, publishing and extending research beyond academia  
**(Part 2)** Grant Writing and Fellowships
    - **Assignment: Submit proposal to present at Research Conference**
- Participate in Research Conference as a presenter or attendee
- Present your research at a CHRP Showcase night
- Send update and thank you to the House Fellows in the College House that sponsored you
- Attend an exit interview with CHAS Director to reflect on program experience