

THE COLLEGE HOUSE RESEARCH FELLOW (RF) POSITION

Fellowship Expectations and Responsibilities

Program Contacts:

Dr. Fayyaz Vellani, CHAS Faculty Mentor, (O) 215-573-2729, (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.

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.

RFs must attend all workshops and meet all expectations in order to receive their stipend. Meetings will be scheduled according to class schedules. Exceptions to this policy will be made on a case-by-case basis and only for class related reasons.

THE COLLEGE HOUSE RESEARCH FELLOW (RF) POSITION

Fellowship Expectations and Responsibilities

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 (February):** – joint meeting with CHAS faculty
Application of knowledge and articulating the social and personal values that inspire your research

Assignment: Complete online Responsible Conduct of Research (RCR) training before next workshop

RCR training information can be found at www.citiprogram.org. You must login and register as an affiliate of the University of Pennsylvania, select “Add a course or update your learner groups,” and select the **basic RCR training entitled “Responsible Conduct of Research (RCR) for all other individuals, including NSF and NIH funded students and trainees.”** Then choose the **one specific training** that is most closely aligned with your project: **Biomedical Research, Engineering, Humanities, Physical Sciences, or Social, Behavioral, and Education (SBE) Sciences.** If you have any doubt about which area is the most appropriate training, please consult with your mentor. Note that RCR training will require several hours, so you should plan accordingly.

- **Workshop 2 (March):** Discovery of knowledge and experiencing research challenges w/ both cohorts
Assignment: Review Institutional Research Board (IRB) requirements
- **Workshop 3 (April):** 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)
- Attend CHAS Research Showcase
- Attend consultation appointment with specialist research librarian (spring or summer if in Philadelphia)
- Attend social outing with both cohorts

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 social outing with cohort
- 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 – available for 1:1 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
Assignment: Submit proposal to present at Research Conference

Final Spring Semester: “Presenting Your Research”

- Attend CHRP dinner meetings:
 - **Workshop 7 (January):** Grant Writing and Fellowships
 - **Workshop 8 (February):** Next steps, publishing and extending research beyond academia
 - **Attend Workshop 2 (March) to connect with new cohort**
- Present your research at a CHRP Showcase night
- Send update and thank you to the House Fellows in the College House that sponsored you; cc’ program contacts
- Attend social outing with both cohorts
- Attend an exit interview with CHAS Director to reflect on program experience