# ACADEMIC ACHIEVEMENT PROGRAMS
## *Ronald E. McNair Post-Baccalaureate Degree Program*

# SCHOLAR HANDBOOK



## *"Whatever the mind can conceive and believe, it can achieve…"*

*The Ronald E. McNair Program Student Handbook is not to be regarded as a contract between the student and the University of Maryland, College Park. The University reserves the right to change its policies, rules, regulations, requirements for graduation, course offerings, tuition, fees, other charges, or any other contents at any time. The same applies to the McNair Scholars Program.*

## TABLE OF CONTENTS

# Biography of Dr. Ronald E. McNair[1]



**Dr. Ronald E. McNair**, the second African-American to fly in space, was born on October 12, 1950, in a poor southern community in South Carolina. **Despite his circumstances, Ronald McNair was determined to see his dream of being a scientist come true.**

In 1967, he graduated valedictorian from Carver High School. In 1971, he graduated from North Carolina A&T State University with a Bachelor of Science Degree in Physics and enrolled at Massachusetts Institute of Technology. Ronald McNair earned a Ph.D. in laser physics at 26 and eventually became a nationally recognized expert in the field.

In 1978, Dr. McNair was selected by NASA as one of thirty-five applicants from a pool of ten thousand for the space shuttle program. Dr. McNair was assigned as a mission specialist aboard the 1984 flight of the shuttle Challenger. On his first space shuttle mission aboard Challenger, he orbited the Earth 122 times.

Among his many academic achievements, Dr. McNair was the recipient of three honorary doctorates and a number of fellowships and commendations. He was a sixth-degree black belt in karate and an accomplished jazz saxophonist.

Dr. McNair was the mission specialist aboard the ill-fated Challenger flight in 1986. On the morning of January 28, 1986, Dr. McNair and six crew members died in an explosion aboard the space shuttle.

"Whether or not you reach your goals in life depends entirely on how well you prepare for them and how badly you want them. You're eagles! Stretch your wings and fly to the sky".

"Before you can make a dream come true, you must first have one."

- Dr. McNair

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[1] Courtesy, in part, of the Cal State Fullerton website.

# The McNair Scholars Pledge©

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# Because I am a
# McNair Scholar, I will:

*Honor the legacy of Ronald McNair;*
*Respect myself at all times;*
*Respect my fellow scholars at all times;*
*Respect the people imparting knowledge at all times;*
*Take advantage of services and opportunities;*
*Come to meetings and activities on time and ready to take care of business;*
*Keep my word and follow-through on commitments;*
*Ask questions when I don't understand;*
*Give answers when they are needed;*
*Take initiative and seek more knowledge;*
*Be trustworthy;*
*Act with honor and integrity;*
*Be part of the solution and not part of the problem;*
*Offer suggestions to improve the Program;*
*Conceive of excellence;*
*Believe that I can be excellent;*
*Achieve excellence.*

*Author*

*Wallace Southerland III, Ph.D., Associate Director,*
*McNair Program at the University of Maryland, College Park*

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# What is TR**I**O?[2]

The United States has asserted a commitment to providing educational opportunity for all Americans regardless of race, ethnic background or economic circumstance. In support of this commitment, Congress established a series of programs to help low-income Americans enter college, graduate and move on to participate more fully in America's economic and social life. These Programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRIO Programs (initially just three programs). While student financial aid programs help students overcome financial barriers to higher education, TRIO programs help students overcome class, social and cultural barriers to higher education.

TRiO Programs in the Department of Academic Achievement Programs are:
- ▪ Student Support Services Program (a retention and graduation program)
- ▪ McNair Scholars Program (a graduate school preparation program)
- ▪ Educational Opportunity Center (a program for adults)

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[2] Courtesy, in part, of the Cal State Fullerton website.

# Program Overview

*Welcome to the Ronald E. McNair Scholars Program at the University of Maryland, College Park!*

You are one of an elite group of students whose academic potential and interest in doctoral study have qualified them for participation in this graduate school preparatory program.

The Program is designed to arm you with all the strategies, skills, tools, and experiences you will need to successfully apply to and participate in graduate education and doctoral study (Ph.D.).  We are excited to have you here and look forward to a challenging yet rewarding time with you.  During your tenure here, please take the time to get to know the McNair staff.  We welcome your questions and encourage you to visit with us.

*Office Phone:*          301-405-4749
*Alternative Phone:*   301-405-4736
*Fax:*                       301-314-7255

## AAP History

The Ronald E. McNair Post-Baccalaureate Scholarship Program is part of the Office of Academic Achievement Programs (AAP).   AAP was established in 1990 as an administrative branch that provides the leadership, coordination, and supervision of three additional programs: Intensive Educational Development, Student Support Services, and Academic Support for Returning Athletes.  These programs, including McNair, create the Academic Achievement Programs Family!

AAP has a simple but critical mission: to provide the chance of a college education to students who might not otherwise have such an opportunity.

## The McNair Program: Our History,  Mission, and Services

The McNair program has been a part of the University of Maryland community since 1991.  It is a federally funded program that emerged out of the federal Higher Education Amendment of 1986 in an effort to maximize the participation of under-represented groups in the graduate school pipeline. More specifically, the McNair program was created by the federal government to increase the number of undergraduates who will enroll in graduate school to pursue the Doctor of Philosophy degree (Ph.D.). Finally, the McNair Program is a research-oriented program, offering budding scholars an opportunity to develop their own research agendas and work with faculty mentors to "learn the ropes" of scholarship, research, and life in academia.

The Program offers the following services to assist scholars in preparing for scholarship in general and graduate school in particular:

- Assistance with preparing admissions applications
- Assistance with preparing personal statements and other essays
- Additional academic counseling
- Tutoring at no cost
- Faculty mentoring
- Assistance with researching and preparing financial assistance and scholarship applications
- Research conferences at no cost
- College tours at no cost
- Cultural enrichment activities
- Paid summer research experience
- Summer courses for research preparation
- Enrichment workshops focused on graduate school preparation, scholarship, and academic excellence

# Program Policies & Structure

*Policy on Program Termination*

The McNair Program is committed to student excellence. All services and activities are designed to help scholars succeed at the graduate level, as well as in life. To protect the integrity of the Program, it is necessary to have policies that address behaviors contrary to the spirit and guidelines of the Program. Therefore, this policy and the foregoing policies are intended to offer each scholar every opportunity for success. Scholars who fail to adhere to Program guidelines and requirements will be subject to the following actions:

Step One:      Verbal Warning
Step Two:      Written Warning
Step Three:    Probation with explicit conditions
Step Four:     Recommended Termination
Step Five:     Appeal to the Director within 7 business days of the date of the
               termination letter
Step Six:      Director's Decision: final and binding.

The Program has two distinct but related components: the Summer Research InstituteUNI (SRI) and the Academic Year Follow-up.

*Summer Research Institute*

The cornerstone of this component is mentor-guided research. During June and July, scholars are assigned mentors in their discipline to serve as advisors and research supervisors. During this time, scholars are expected to complete 20 or more hours of research per week while taking credited and uncredited seminars. A brief description of the course and seminars follows:

*Research Methods - UNIV 339.* Participants will be enrolled in an intensive Research Methods course to introduce them to qualitative and quantitative research methods, coinciding with the preparation of the final deliverable, the completed research paper. This course is mandatory for first-year scholars. Second and third-year scholars are expected to identify and apply to diverse outside research programs to participate in over the summer session independently.

### Registering for UNIV 339

Frostburg State University and Saint Mary's College of Maryland students must apply to Summer Session I via the online application at https://exst.umd.edu/current-incoming-former-umd-students/summer-session/apply - Apply Visiting Undergraduate Students. Students must apply by May 15th.

There are no exceptions to this deadline. Applicants will use the code MCNAIR24 to bypass the $75 application fee (note, waiver codes are case sensitive).

**Information for all students registering for UNIV 339**

Students will receive an email notification when registration opens. Once you receive the email, go to Testudo and go to Summer Session I. Select Add/Drop Course and enter UNIV339 to add the course.

*Obtaining your University ID (For Frostburg and St. Mary's Scholars)*

Your University ID number will be in your admissions email for Summer Session I after you accept. To obtain a physical copy of your University ID, you will need to visit the Mitchell Building on the UMD campus. Bring a government-issued photo ID with you for identification purposes. On the Main Floor, the kiosk will be open to fill out the ID form and take your ID photo. You will use it to access buildings, as a library card, shuttle bus pass, and a Recreation Center pass.

*Obtaining your Directory ID (For Frostburg and St. Mary's Scholars)*

After you obtain your University ID number, you must set up your Directory ID and your TERPmail email address. Your directory ID and password set-up are necessary for being able to access the ELMs page. You will access this webpage to initiate the setup of your Directory ID.

After your Directory ID is set up, you will receive an email to the email you used to apply to Summer Session I regarding the setup of your TERPmail. Follow the instructions sent to you for setting up your TERPmail and password. an FAQ regarding TERPmail accounts can be found here (https://itsupport.umd.edu/itsupport?id=kb_article_view&sysparm_article=KB0016507&sys_kb_id=004736e0970d85d0cb57d804a253af6f&spa=1).

***The Graduate School Seminar.*** The Graduate School Seminar is a major activity for all student scholars. It is an interactive seminar focusing on research and other strategies for getting into and staying in graduate programs leading to the Ph.D. degree. The seminar covers areas such as: the application process and criteria for graduate study, securing financial aid, survival tips, institutional politics, leadership and research opportunities, and other issues that will improve scholars' chances of succeeding at the graduate level. Cornerstone activities in the seminar include faculty and graduate students panels and graduate school visits.

***Graduate School Admission Test Preparation Seminar***. Students learn strategies for taking the GRE.

*Stipend Disbursement.* Scholars receive a stipend for participation in research. The time of disbursement depends on when personnel papers were completed and processed. Students who complete all the necessary paperwork by the last advertised deadline will receive stipends **based on the University payroll schedule.** The last installment is distributed upon completion or fulfillment of SRI requirements. **Students should not rely on stipends for SRI-related expenses, as the distribution is based on the University Payroll schedule as well as on the timely submission of SRI deliverables.**

*Room and Board.* During the SRI, McNair scholars will be housed in a residential facility on the College Park campus. All students are expected to stay on campus unless a waiver is granted in accordance with the advertised conditions for the waiver. Once we make payment for housing, **scholars who opt not to use campus housing will reimburse the Program for the cost of their rooms, or charges may be posted to the student's account.** Each scholar (residential or commuter) will receive a meal card which expires on check-out day. The program doesn't provide linen, towels, or housekeeping services. Each room is equipped with internet access. Additionally, students will have access to McNair Lab (Marie Mount, Suite 2202) during business hours (8:30 a.m -5:00 p.m., weekdays). Printing is available in the McNair lab and at the McKeldin Library.

Students are responsible for damages to their rooms. The university imposes a $75.00 fee for a lost key. Students are responsible for their personal items. The University of Maryland and the McNair Scholars program are not responsible for lost or stolen belongings.

*Parking.* College Park spring permits can be used for the summer. If you plan to drive, you will need a permit. Parking permits can be purchased at the Department of Transportation Services. Please come prepared to buy a parking permit, as the Program will assume **NO** responsibility for parking tickets or the voiding thereof.

*Academic Year Activities and Services*

During the academic year, scholars are expected to adhere to the commitments outlined in the *Participation and Honor Agreement*, receive services, maintain contact with mentors, attend Saturday sessions, continue research work, and receive academic and personal counseling support from the Program. In addition, scholars attend monthly workshops called Lunch and Learns. Students are also expected to pursue graduate school visits and graduate school fairs as resources allow.

*Policy for Attendance.* In keeping with the Participation and Honor Agreement signed by scholars at the time of admission and to fully benefit from the services and activities offered by the Program, it is essential that scholars attend all activities unless explicitly excused by the Director. This includes attendance at Saturday Lunch and Learns, seminars, advising sessions, and off-campus activities. **Scholars who do not attend activities or notify the Director in at least five days prior to an activity or service will be in violation of this policy and subject to termination from the Program.** In the

event that a scholar is excused from an activity, an appropriate alternative to the activity missed may be assigned.

***Policy for Submitting Assessment Documents.*** Assessment Documents are those documents needed to complete an accurate and comprehensive assessment of scholars' performance while in the McNair Program. The documents may change from time to time. It is the responsibility of the scholar to submit the documents in accordance with the Participation and Honor Agreement.

***Policy for Conference Participation.*** A major component of research in general and the McNair Program in particular is attending and presenting at research conferences. Provided that resources are available, McNair scholars are highly recommended to attend and present at conferences before graduation. Scholars are expected to present oral/poster presentations at conferences.

**Students may not receive funding for conferences unless they are presenting.** Scholars are not only encouraged to take advantage of the many McNair conferences across the country but also to explore appropriate professional conferences with their mentors.

***Policy for Participation in Non-McNair Conferences.*** The McNair Program may consider requests to represent research conducted in McNair at non-McNair conferences, provided the scholar seeks additional support from other sources.

***Certification of Completion***. Upon completion of SRI, every McNair scholar will receive an official certificate of completion from the Director, provided all requirements have been fulfilled.

***Policy for Requesting Graduate School Waivers.*** McNair Scholars may request graduate school application fee waivers on the McNair Scholars Program website under the "Fee Waiver Request" tab. Please submit your request one institution at a time. All requests must be submitted at least 5 days in advance to be reviewed and submitted.

***Policy for Requesting GRE Fee Waivers.*** McNair Scholars may request fee waivers for taking the GRE examination. In order to request a GRE fee waiver, please email the administrative assistant and CC the Director on an email with the subject line "GRE Waiver Request". We offer three types of waiver, 50% for GRE General Test Fee Reduction, 50% for ANY Subject Test Fee Reduction, and 100% off ScoreItNow POWERPREP Plus 1 POWERPREP Plus 2. Please specify in your email the type of waiver needed as well as your anticipated exam date. After your registration, please send confirmation of your registration to take the exam.

***Other Pertinent Information.*** Much of the following information is based on services and resources offered during the regular academic year. Some services and resources are also available during the summer with modified hours and schedules. During the Summer Research Institute, please contact the appropriate office for any updated summer information.

# Academic and Computer Resources

## *Libraries*

*Hornbake Info:*           (301) 405-9210

*McKeldin  Info:*          (301) 405-9046

*Student Employment:*   (301) 405- 9245


There are six libraries on the UMCP campus with a combined collection of over 3 million volumes and over 50,000 journal titles that support educational and research endeavors on the College Park campus.  Access to many of these materials is facilitated through the use of the Victor Online catalog.

The Libraries' staff employ their training and experience in building collections and providing services to the UMCP community.  All students, faculty, and staff of the University of Maryland may borrow materials from any UMCP library.  Members of the community may use library facilities but may borrow materials only through inter-library loans.  Visiting scholars may also apply for special borrowing privileges.

### Architecture Library

The Architecture Library is located on the upper floor of the School of Architecture, Planning, and Preservation. They are open to everyone, but our collections focus on the subject areas of architecture, historic preservation, real estate development, and urban and community planning. If you are enrolled in one of the majors housed at the School, you can access the library 24/7 by swiping your ID card in the card reader. This is a privilege extended to majors in the school only. Otherwise, you may access the library from 11 AM to 4 PM Mondays through Thursdays or by appointment. Please check the daily hours for accurate opening and closing times. In addition to architectural design, theory, and history, the collection includes urban design, landscape architecture, a certificate program in historic preservation, and building technology.

### Art Library

The Art Library, centrally located on the College Park Campus and in the Art-Sociology Building, is one of the country's largest university libraries of its kind, with collections covering art history, archaeology, studio art, and art education, as well as aspects of photography, graphic arts, interior design, textiles, and decorative arts.  The Art Library supports the instructional and research needs of the Studio Art Program, which grants Bachelor's and Master's degrees in Fine Arts. They also support the Art History & Archaeology department, which is ranked in the top 25 doctoral programs in the United States.

**Hornbake Library**

The R. Lee Hornbake Library houses the reference, circulation, and reserve services for undergraduates. Collections of books, periodicals, and other materials are designed to meet undergraduate students' educational and personal needs. During the fall and spring semesters, a 24-hour study room is available in the basement of Hornbake.

The library also houses the Music Library and the Non-print Media Services Department, which is the central audiovisual department of the library system and the entire campus. This collection consists primarily of videocassettes, videodisks, films, audiocassettes, and equipment to support undergraduate and graduate research programs. Viewing and listening facilities are available. The film collection has 16-mm films on various subjects with an emphasis on agriculture, nutrition, health, and business. The National Public Broadcasting Archives, dealing with the history and development of public broadcasting, is also housed in Hornbake Library and accessible by appointment.

Hours vary between semesters, on holidays, on holiday weekends, and during the summer.

**McKeldin Library**

McKeldin Library is the main campus library. Its collection of books, periodicals, newspapers, and microforms covers nearly every subject but is especially strong in agriculture, life sciences, social sciences and humanities. McKeldin Library also houses special collections, including literary manuscripts and archives, the East Asia Collection, the Gordon W. Prange Collection, Maryland state documents and Maryland-related books and manuscripts and the University of Maryland archives, U.S. government documents, and the National Trust for Historic Preservation Collection. Hours vary for the special collections mentioned. Hours vary between semesters, on holidays and holiday weekends, and during the summer.

**Michelle Smith Performing Arts Library**

The Michelle Smith Performing Arts Library (MSPAL) is the central location on the College Park campus for music, theater, and dance materials. Located in the Clarice Smith Performing Arts Center, the Michelle Smith Performing Arts Library (MSPAL) provides resources and research support for music, theater, and dance. MSPAL is also home to Special Collections in Performing Arts (SCPA), the International Piano Archives at Maryland (IPAM), and a multi-media exhibition gallery. The circulating, reference, serial, and special collections include 56,000 books, 156,000 musical scores, 130,000 audio and video recordings, 4500 microform titles, and 281 active journal subscriptions.

**STEM Library**

The Engineering and Physical Sciences Library (EPSL), located in William E. Kirwan Hall, is the campus center for library materials in engineering, physics, mathematics, and geology with significant collections in computer science, environmental science, water resources, and aerospace sciences. EPSL also houses the Libraries' Technical Reports Center and is a U.S. patent depository library.

## *Library Services*

The hours of operation vary from semester to semester, with extended time during exams. Consultation on Library Use: Available at no cost in all libraries to UMCP students needing assistance with library research.

**GIS and Spatial Data Center**

GIS and Data Service's mission is to provide complimentary service to UMD users on various aspects of geospatial data, data science, and data visualization for research, teaching, and learning. The center can provide support with ArcGIS Pro, ArcGIS Online Web Mapping, StoryMapping, Mobile Survey, Python, R, NVivo, and SAS. You can fill out the service in-take form for a consultation.

Visit the GIS Lab on the 6th floor of McKeldin Library, Room 6119. Please contact GIS and Data Services (gisdata@umd.edu) or visit their website (https://www.lib.umd.edu/research/services/gis) to learn more about the library GIS/Data services and the lab.

**Interlibrary Loan (ILL)**

For a fee, McKeldin's ILL staff will search, retrieve, photocopy, and mail copies of periodical materials held in the UMCP libraries and from nationwide libraries.

**Lockers**

Located in McKeldin Library, lockers are available for short-term use.

**Print, Scan & Photocopy Services**

Full-service center available in McKeldin; self-service machines available in all libraries.

**Study Rooms**

A 24-hour study room is available in the basement of Hornbake Library. All libraries provide study space.

Access to bibliographic records of most materials in the University of Maryland System's libraries, as well as in other libraries around the country, is available through Catalog. In addition, this online system offers indexes to articles in over thousands of journals through Research Port and other electronic index files. Assistance in using the system through terminals in the Libraries or remotely from offices or homes is available at any reference desk. For information, please refer to the UM libraries website: http://lib.umd.edu

**Computer Resources**

### Technology Available for Use

| Category | McKeldin | STEM | MSPAL | Art | Architecture | Hornbake |
|---|:---:|:---:|:---:|:---:|:---:|:---:|
| Public Computers | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copiers, Scanners, Printers | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Lamination and Binding | ✓ | | | | | |
| Fax machine | ✓ | | | | | |
| Poster Printers | ✓ | | | | | |
| 3D Printers | | ✓ | | | | |
| Laser Cutter | | ✓ | | | | |
| Augmented Reality Sandbox | | ✓ | | | | |
| Media - Play, Convert, Produce | ✓ | | ✓ | | | |
| Phone Charging Stations | ✓ | | | ✓ | | |

### Technology Available to Borrow

| Category | McKeldin | STEM | MSPAL | Art | Architecture | Hornbake |
|---|---|---|---|---|---|---|
| 💻 Laptops | ✅ | ✅ | ✅ | | | |
| 🔋 Phone/Laptop Chargers | ✅ | ✅ | ✅ | | | |
| 🔢 Calculators | ✅ | ✅ | | | | |
| 🔌 Adapters | ✅ | | ✅ | | | |
| 🎧 Headphones | ✅ | ✅ | | | | |
| 🎥 Video Cameras | ✅ | | ✅ | | | |
| 📷 Digital Cameras | ✅ | | ✅ | | | |
| 🎤 Audio Recorders | ✅ | | ✅ | | | |
| 📱 Tablets | ✅ | | | | | |
| 🏈 Fitness | ✅ | | | | | |

# Living Accommodations

**Fraternity and Sorority Life**

For contractual and budgeting purposes, you must notify the McNair Program of your housing intentions no later than the advertised deadline prior to the start of the SRI or we cannot promise housing. To help you prepare for your "off to school" journey, we have outlined some information about the accommodations. But please be sure to read the housing information distributed to you by the McNair office prior to the start of the SRI.

- When you arrive you will check in at the designated location where student assistant staff will be for check-in. You will pick up and return your room keys.
- No in-unit housekeeping service is provided. You are expected to empty your trash to outside receptacles.

**WHAT SHOULD I BRING?**

For the duration of your six weeks on campus, you should bring your necessary toiletries, enough casual clothing and sleepwear, one or two business casual outfits, one or two formal outfits, a pair of comfortable shoes, and a pair of more formal shoes to go with your business attire and formalwear.

**WHAT ELSE TO BRING?**
- An umbrella
- Laundry bag
- Electronics (laptop, tablet, your chargers)

**WHAT NOT TO BRING?**
- Lighted candles, fireworks, weapons
- Microwave oven, toaster oven, hot plates
- Appliances with an exposed heating element
- Air conditioner
- Pets or animals
- Waterbeds
- Lofts or other structures
- Masking or cellophane tape, nails or other wall-damaging products
- Alcoholic beverages

**OTHER RESOURCES & POLICY**
For other resources and policy regarding summer living accommodations during the Summer Research Institute, please visit https://fsl.umd.edu/housing/resources-policies or

by contact the Department of Fraternity and Sorority Life at 301-314-7172 or greekterps@umd.edu.

# Campus Parking

**PARKING**

When driving and staying on campus for less than four weeks, a Summer Visitor Parking Permit will serve as your parking pass in certain designated locations. Please read parking lot signs carefully to avoid receiving parking tickets.

If you are residing on campus for a longer period or wish to purchase a special permit, you will need to visit the Department of Transportation Services (DOTS). The office is located in Parking Garage 2 on Regents Drive (Building 202 on a campus map) and are open 8:15 AM- 4:00 PM, Monday-Friday. The cost of a pass will vary with your length of stay and the type of pass you request.

You may also pay to park in the metered spaces in either of two parking garages and various other locations around campus. We recommend this only as a short-term option.

The DOTS also offers motorist assistance including lockouts, flat tire assistance, jumpstarts and gas transportation. This is available certain weekday hours by calling Automotive Assistance.

**WHERE SHOULD A VISITOR PARK?**

Longer-term visitors should call the Department of Campus Parking (DCP) office for parking information. Short-term visitors should park and pay at a campus parking meter.

**WHAT DO I DO IF I RECEIVE A PARKING TICKET?**

Please follow the instructions on the ticket to avoid increased fees.

# Dining On-Campus

Please be sure to follow all rules and regulations that govern dining facilities and policies on campus.

**WHAT IS TERRAPIN EXPRESS?**

All students are encouraged to use Terrapin Express to make purchases at selected operations on campus. As a declining-balance debit card, Terrapin Express can be used at all Dining Services-operated facilities, as well as other on-campus shops and vendors. Terrapin Express cards CANNOT be used at any off-campus locations.

**Valid Terrapin Express Locations**

Outlined below are the eligible shops where Terrapin Express Cards can be used to make a purchase.

**\*Convenience Stores:**

North Campus Market - Ellicott Community Center
South Campus Market - South Campus Dining Hall
Union Shop - Stamp Student Union
Engage - ESJ Teaching and Learning Center

**\*Dining Halls**:

South Campus Dining Hall - South Campus
Yahentamitsi - Ellicott Community
251 North - Denton Community

**\*Other Dining:**

Kirwan Food Court
Applause
Breakpoint
Food for Thought
Footnotes
IDEA Central
Quantum
Rudy's

*\*Hours of operation during summer may vary. Please check https://dining.umd.edu/hours-locations for weekly updates on hours of operation.*

# Personal Safety

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**UNIVERSITY POLICE**
(Route 1 across from Visitor Center)
911 or 405-3333 EMERGENCY

314-7900 (TTY/TTD)
405-3555 Information
Website: http://www.umdps.umd.edu/

**WHO ARE THE UNIVERSITY POLICE?**

The University of Maryland Police Department is a full-service legislated police agency that serves the myriad needs of the students, faculty, staff, and visitors within its jurisdiction. Each of the approximately 75 sworn University Police Officers is empowered by state law to make arrests, investigate crimes, and carry firearms. The Auxiliary Division of the department employs approximately 100 Student Police Aides who work at special events and contract security.

**WHAT CAN THEY DO FOR ME?**

The mission of the University Police is to serve and protect the community and enforce laws and university policies, 24 hours a day, seven days a week. In this effort, police work with the community in a cooperative community policing effort to prevent crime from occurring and provide assistance to victims once the crime has occurred.

**SERVICES**

**Office of Emergency Management and Business Continuity**
https://prepare.umd.edu/ for quick access to phone numbers and emergency guide

**UMD Guardian (Mobile Campus Safety App)**
https://umpdnews.umd.edu/download-umd-guardian-app-today

**UMD Police Walking Escort**
301-405-3555

**NITE Ride**

301-314-3687

https://transportation.umd.edu/shuttle-um/nite-ride

**ADA/504 Coordinator**

301-405-2841

https://accessibility.umd.edu/

**Bias Incident Support Services**

301-405-0980

https://biassupport.umd.edu/

BiasSupport@umd.edu

**Help Center (Peer Counseling & Crisis Intervention)**

301-314-4357

https://helpcenterumd.org/

**Counseling Center**

301-314-7651

https://counseling.umd.edu/

**CARE Office (Free & Confidential resource for those impacted by Sexual & Relationship Violence)**

301-741-3442

https://health.umd.edu/CARE

**Health Center**

301-314-8180

https://health.umd.edu/

**Office of Civil Rights and Sexual Misconduct (OCRSM)**

301-405-1142

TitleIXcoordinator@umd.edu

https://ocrsm.umd.edu/

**UMD Alerts**

https://alert.umd.edu

**WHAT ARE THE BLUE LIGHT EMERGENCY PHONES?**

Emergency phones, providing a direct line to the University Police, are located throughout the campus both inside and outside many academic buildings and residence halls.  These phones are yellow and are marked "Emergency;" frequently they have blue lights overhead making their locations easier to find.

Individuals may contact police directly and without charge by simply activating the phone which notifies and emergency dispatcher, via computer at Police Headquarters, of the caller's exact location.

**HOW ELSE CAN I CONTACT THE UNIVERSITY POLICE IN AN EMERGENCY?**

Callers wishing to contact the University Police from a campus phone must dial **911**, advise the emergency operator that they are at the University of Maryland, and ask to speak with the University Police.  The operator will then forward the call directly to University Police Headquarters.  There is no charge for this call.

**University of Maryland Police Department**
Emergency Number - 301-405-3333 / #3333 from a mobile phone (AT&T and Verizon Wireless) / 911
Non-Emergency Number - 301-405-3555

**Prince George's County Police Department**
Emergency Number - 911
Non-Emergency Number - 301-352-1200

# Campus Recreation

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**RECWELL**
**1115 Eppley Recreation Center, College Park, MD 20742**
**(301) 226-4400**
**https://recwell.umd.edu/**

If you are looking to stay fit and reduce stress, Campus Recreation Services is the program for you. CRS offers a variety of recreation activities including fitness/wellness programs, intramural sports, open recreation, and sport clubs. Hours may varyfor indoor and outdoor facilities, and during semester breaks. Please visit the Center's website or contact them directly to get more information on the services and activities that may be available to summer guests. As a registered summer student, you do not have to pay admission fees to the Center.

**HEALTH CENTER**

As a campus guest, you may utilize the services provided by our Health Center Staff. All office visits and lab services are billed to you. For special medical needs (e.g. allergy injections, or insulin storage) arrangements can be made by calling (301) 314-8184. For general comments or questions email: health@umd.edu. A signed medical release form is required for anyone age 17 or younger.

# Religious Centers

Several religious centers and leaders are available to the campus community, offering diverse programs and services to meet the varied interests of students, faculty, and staff. Most centers provide spiritual, educational, social, and recreational opportunities in a relaxed and welcoming setting. Please call for a schedule of services and activities.

**MEMORIAL CHAPEL ADMINISTRATIVE OFFICE**
1101 Memorial Chapel
405-9866

**BAPTIST**
Mrs. Jessica Senasack
2120 Memorial Chapel
Phone: 410-627-1096
Email: jessbcm@umd.edu
www.umdbcm.com

**BLACK MINISTRIES PROGRAM**
Rev. Dr. Haywood Robinson. III
1112 Memorial Chapel
Email: pastor@tpcbc.org
Phone: 301-384-2601

*Assistant to the Chaplain*
O'Brien Wimbish
Phone: 301-524-8122
Email: olwimbish@gmail.com

**CHRISTIAN SCIENCE**
Ms. Jen Eidson
2118 Memorial Chapel
Phone: 240-481-6278
Email: jeidson@umd.edu

**CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS (MORMON)**
7601 Mowatt Lane, College Park
Phone: 301-422-7570
Email:

**EASTERN ORTHODOX**
Rev. Kosmas Karavellas
2747 Riva Road, Annapolis
Phone: 410-573-2072
Email: fatherkosmas@schgochurch.org

**EPISCOPAL (ANGLICAN)**
OPEN
2116 Memorial Chapel
Phone: 301-405-8453
Email:

**HINDU**
Rev. Kiran Sankhla
2112 Memorial Chapel
Email: muraris2002@yahoo.com

**JEWISH STUDENT CENTER**

**Hillel**
Rabbi Ari Israel
Phone: 301-422-6200
Email: aisrael@marylandhillel.org

Hillel Jewish Student Center
Dawn Savage
Phone: 301-422-6200 ext. 218
Email: dsavage@marylandhillel.org

**Chabad**
Rabbi Eli Backman
Chabad Jewish Student Center
7403 Hopkins Ave., College Park
Phone: 301-277-2994
Email: chabad@umd.edu
www.umdchabad.org

**LUTHERAN CAMPUS MINISTRY**
Rev. Ray Ranker
2103 Memorial Chapel
Phone: 301-405-8448
Email: lutheran@umd.edu or rayranker@gmail.com
http://lutheranterps.com/

**MUSLIM**
Imam Tarif Shraim
2118 Memorial Chapel
Phone: 240-499-4733
Email: tshraim@gmail.com

http://cmlmd.org

**ROMAN CATHOLIC**
Fr. Conrad Murphy
Catholic Student Center
4141 Guilford Road, College Park
Phone: 301-864-6223
Email: connect@catholicterps.org or frconrad@catholicterps.org
www.catholicterps.org


**UNITED CAMPUS MINISTRY**
(Presbyterian, Disciples of Christ, United Church of Christ)
Rev. Holly Ulmer
2101 Memorial Chapel
Phone: 301-405-8450
Email: ulmer@umd.edu
www.ucmcollegepark.org

**UNITED METHODIST**
Rev. Michelle Mejia
2102 Memorial Chapel
Phone: 301-970-9777
Email: theTerpHUB@gmail.com
www.theTerpHUB.org

Cristin Cooper
Ministry Coordinator
Email: cristinlcooper@gmail.com

For religious denominations not listed, contact the Memorial Chapel office for a referral.

# Student Services

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**STAMP STUDENT UNION**
**3972 Campus Drive College Park, MD 20742**
**301-314-3375**

**CAMPUS ACTIVITIES**

The Stamp Student Union's Activities Department oversees Student Entertainment Events (SEE) and the Student Organization Resource Center (SORC). SEE is the principal student programming board responsible for producing and supporting campus events that entertain, enhance, and inspire a diverse campus culture. SEE organizes events including concerts, comedy shows, cinema screenings, lectures, performing arts performances, and more for 35,000+ individuals on the UMD campus.

The Student Organization Resource Center (SORC) is committed to supporting student success through involvement and leadership opportunities. SORC is the source for your student involvement needs and desires, from finding a student organization to join, to registering a new student organization and providing assistance and support to existing student organizations.

**CAMPUS ENGAGEMENT**

The mission of the Office of Engagement is to celebrate and uplift their voices and unique experiences, facilitate community engagement and foster a sense of belonging to help strengthen resilience, embrace opportunities, and create mutual/collective empowerment. They host a variety of on campus programs to strengthen the on campus community. These programs include:
- Graduate Student Life
- Transfer and Off-Campus Student Life
- Immigrant & Undocumented Student Life Program
- Veteran Student Life

**MICA**

The Multicultural Involvement Community Advocacy Office, or MICA's, mission is to to empower students through education on issues of race, ethnicity, sexual orientation, gender identity, gender expression, religion and their intersections. Their office works to support the University's commitment to diversity, multiculturalism, and social justice. MICA has several programs for student advocacy groups. They are:
- APIDA Student Involvement
- Black Student Involvement
- Interfaith Programs and Spiritual Diversity

- Latinx Student Involvement
- LGBTQ+ Student Involvement & Advocacy
- Multiracial & Transracial Adoptee Student Involvement
- Native American and Indigenous Student Involvement
- Southwest Asian and North African (SWANA) Student Involvement

**STUDIO A**
314-ARTS

Studio A is located on the lower level of the Stamp Student Union, down the Hall from Hoff Theater. The Center provides UMCP students with open studio space, specialized studios in pottery, photography, painting, drawing, and printmaking, and project supervision as needed. Instruction is oriented to both children and adults, including an annual summer camp for children. The Art & Learning Center also offers a variety of art and leisure activities and courses such as drawing and painting, yoga, photography, ballroom dance, pottery, massage therapy, T'ai Chi Chuan, aerobics, and other courses. Classes allow you to learn a skill, experiment with a new art medium, or improve your physical fitness in a relaxed environment. Classes are non-credit unless credit is pre arranged by the student. They are inexpensive and usually meet once a week for six to 12 weeks, or you may choose one of the one-day workshop. All courses are taught in the Stamp Student Union either in Studio A or in various meeting rooms. Registration fees vary. Workshops are usually free. Brochures containing course information are available at Studio A or can be viewed on the Stamp Student Union website.

**SECU Bank**
(800) 879-7328

The State Employee Credit Union or SECU, is located on the lower level of the Stamp Student Union across from the Student Organization Resource Center (SORC). It is a full-service bank that offers "Students' Choice Checking" accounts, savings accounts, free notary services, and other financial services.

**UNIVERSITY BOOK CENTER**
314-BOOK

Your on-campus store for textbooks, course materials and supplies, and Maryland insignia sportswear. In addition, the Book Center sells general nonfiction and fiction books, greeting cards, gifts, class rings, and more.

Computer software and hardware are now available at the Book Center. An extensive selection of major brands including IBM, Apple, Microsoft, and Borland is available for

sale to faculty, staff, and students.  Software is educationally priced, and computers and other hardware are on display for demonstration and examination.

# Code Of Student Conduct

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*Note:   Following are only selected sections of the Code of Student Conduct.   The complete Code of Student Conduct is reprinted in full in the Undergraduate Catalog. For further information regarding the Code of Student Conduct, contact the Office of Judicial Programs. The McNair Program subscribes to the policies and expects all participants in the program to abide by the policies at all times including when on official McNair program business.*

## Rationale (section 1)

The primary purpose of the imposition of discipline in the University setting is to protect the campus community.   Consistent with that purpose, reasonable efforts will also be made to foster the personal and social development of those students who are held accountable for violations of University regulations.

## Prohibited Conduct (section 7)

This list of "Prohibited Conduct" is provided to inform Students, Student Groups, and Student Organizations of behaviors that are not permitted. The list should be read broadly and is not designed to define Prohibited Conduct in exhaustive terms. Attempts to commit acts prohibited by this Code may be reviewed and sanctioned to the same extent as completed violations.

- **Offenses Against Persons**
    1. Intentionally or recklessly causing physical harm to any person, or intentionally or recklessly causing reasonable expectation of such harm.
    2. Engaging in hazing activities as prohibited by VI-1.00(K) University of Maryland Policy and Procedures on Hazing.
    3. Intentionally and substantially interfering with the lawful freedom of expression of others. (Demonstrations, rallies, leafleting, and equivalent activity are addressed by VI-4.10(A) University of Maryland Policy and Procedures for the Use of Facilities and Outdoor Spaces, Appendix A – Guidelines for Expressive Activity.)
- **Property Offenses**
    1. Theft of property, services, or resources, or the unauthorized use of services to which one is not entitled.
    2. Knowingly possessing stolen property.
    3. Intentionally or recklessly destroying, damaging, vandalizing, tampering with, or defacing University property or the property of others.
    4. Trespassing on or the unauthorized use of facilities, property, or resources.
- **Community Offenses**
    1. Unauthorized on-campus or illegal off-campus use, possession, or storage

of any weapon or explosive. The term "weapon" includes any object or substance designed to inflict a wound, cause injury, or incapacitate, including but not limited to, all firearms, pellet guns, switchblade knives, and knives with blades five (5) or more inches in length.

2. Intentionally initiating or causing any false report, warning, or threat of fire, explosion or other emergencies.
3. Rioting, assault, theft, vandalism, fire setting, or other serious misconduct:
   - related to a University-sponsored event, occurring on- or off-campus, that results in harm to persons or property; or
   - which otherwise poses a threat to the stability of the campus or campus community.

     Such conduct may result in disciplinary action regardless of the existence, status, or outcome of any criminal charges in a court of law.
4. Engaging in disorderly or disruptive action that interferes with University or community activities, including but not limited to studying, teaching, research, and University administration.
5. Intentionally or recklessly misusing or damaging fire safety equipment.
6. Unauthorized setting of fires on University Premises.
7. Unauthorized use or possession of fireworks.
8. Public urination or defecation.

- **Offenses Against University Operations**
  1. Intentionally furnishing false information to the University or law enforcement officials acting in performance of their duties.
  2. Making, possessing, providing, or using any forged, altered, or falsified University document.
  3. Failure to comply with a directive of University officials, including law enforcement officials, acting in the performance of their duties.
  4. Knowingly violating the terms of any Sanctions imposed in accordance with this Code or by the Office of Student Conduct in accordance with other University policies.

- **Other Offenses**
  1. Conviction, a plea of no contest, acceptance of responsibility or acceptance of punishments in state or federal court for a crime (other than a minor traffic offense) not otherwise prohibited by this Code.
  2. Making, possessing, providing, or using any forged, altered, or falsified instrument of identification.
  3. Violation of published University regulations or policies that do not have governing resolution procedures, including but not limited to, rules addressing conduct in the residence halls, use of vehicles, campus demonstrations, misuse of identification cards, acceptable use of technology resources, and access to University resources.

# Policy on Student Alcohol and Other Drug Abuse

To inform all students of their responsibilities and the possible penalties for violations of this policy, the following rules, standards of conduct, and sanctions are set forth. ***The McNair Program subscribes to the policies and expects all participants in the program to abide by the policies at all times  including when on official McNair program business.***

**Alcohol and Other Drug Offenses**
"Controlled substance" and "illegal drugs" are defined by Maryland and federal law.

1. Unauthorized distribution of any controlled substance or illegal drug, or the production, manufacture, or possession of any controlled substance or illegal drug for purposes of unauthorized distribution.
2. Unauthorized use, production, manufacture, or possession of any controlled substance or illegal drug.
3. Providing alcohol or alcoholic beverages to a person under the legal age of consumption or possession.
4. The illegal or unauthorized consumption, possession, or sale of alcohol or alcoholic beverages.
5. Operating a motor vehicle while intoxicated or impaired by alcohol or other drugs.

The University of Maryland at College Park is dedicated to the pursuit and dissemination of knowledge.  The illegal or abusive use of drugs or alcohol by members of the campus community jeopardizes the safety of the individual and the campus community, and is inimitable to the academic learning process.  The University of Maryland is therefore committed to having a campus that is free of the illegal or abusive use of drugs and alcohol.  In keeping with this commitment, it is the policy of the University that the illegal or abusive use of drugs or alcohol is prohibited on University property or as part of University activities.

The Code of Student Conduct prohibits the violation of published University regulations or policies regarding the possession, use or distribution of alcoholic beverages, as approved and compiled by the Vice President for Student Affairs.  These policies, generally described below and subject to amendment from time to time, are available for public inspection during normal business hours in the Office of Judicial Programs.

The Resident Life Alcohol Policy controls the use, possession or distribution of alcohol in campus residence halls.  This policy prohibits the possession or use of alcohol by any student under the age of 21 and the furnishing of alcohol to a person known to be under the age of 21.  It prohibits the possession or use of kegs, beer balls, punch bowls, and other common containers of alcoholic beverages of a similar nature, the sale of alcohol, and parties involving alcohol.  Students of legal drinking age may consume alcohol in

their rooms, suites or apartments only.  Copies of this policy are available from the Office of Resident Life.

The Office of Campus Programs Alcohol Policy controls the use, possession or distribution of alcohol by students under the age of 21 or the furnishing of alcohol to a person known to be underage of 21.  Alcoholic beverages otherwise may not be possessed, consumed or distributed at University premises unless advance written approval has been obtained from the Office of Campus Programs.  Copies of this policy are available from the Office of Campus Programs.  Fraternities and sororities are prohibited from the use of kegs, beer balls, punch bowls, and other common containers of alcoholic beverages of a similar nature on the organization's premises or on any University property at any time.

In addition, the Inter-Fraternity Council and Pan-Hellenic Association Joint Social Policy regulates the use of alcohol at social events held at the fraternities and sororities.  This policy, as approved by the Vice President for Student Affairs, is available for public inspection during normal business hours in the Office of Student Affairs.

## SMOKING POLICY AND GUIDELINES

a.   **Policy**

UMCP has found that a significant percentage of faculty, staff, and students do not smoke. Smoke is offensive to many nonsmokers, it is harmful and even debilitating to some individuals due to their physical condition, and there is evidence suggesting that passive smoke inhalation is harmful to nonsmokers.  In response to the above considerations, it is hereby established as the policy of UMCP to achieve a public facility environment as close to smoke-free as practicable as possible.  Obtaining and maintaining this result will require the willingness, understanding, and patience of all members of the Campus community.

b.   **Guideline**

Smoking is prohibited in indoor locations.

c.   **Implementation**

Unit heads, or their designers, are responsible for:

1.  Assuming that this policy is communicated to everyone within their jurisdiction and to all new members of the Campus community.

2.   Implementing the policy and guideline and assuring that appropriate notice is provided.

3.    Developing guidelines to embrace all special circumstances in the Campus is impossible.   If unit heads find circumstances in their areas that they believe warrant exception from particular provisions in this Smoking Policy for specific local exceptions to the President or his or her designee.

d.  **Compliance**

This policy relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for its success.   It is the responsibility of all members of the Campus community to observe this Smoking Policy and Guideline.   Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the immediate supervisor for resolution.   If a resolution cannot be reached, the matter will be referred by the supervisor to the appropriate department head or vice president for mediation.

e.  **Review**

The provisions and guidelines attached to this Smoking Policy shall be subject to future review and revision to ensure that the objective is obtained.   Special attention shall be given to determining if voluntary compliance without disciplinary sanctions has proven satisfactory.

f.  **Residential Housing**

This Policy does not apply to privately occupied portions of University-owned residential spaces, such as dormitory rooms, apartments, or houses.

# Onboarding

**Paperwork**

For scholars to participate in our Summer Research Institute, the necessary paperwork must be completed promptly. Failure to submit your paperwork by the deadline given on the Important Tasks for 2024 Summer Research Institute will prevent you from starting the Summer Research Institute on time and delay stipend payment. Below are detailed instructions on filling out the required paperwork.

*Federal and State Withholdings Forms (W-4 Form, MW507 Form)*

SRI stipends are processed as a student employment appointment to avoid conflicting with any financial aid opportunities students may have. With that being said, the stipends received during SRI are taxable income. The withholdings forms must be completed based on your specific tax filing status and situation. We recommend talking to a tax advisor or visiting www.irs.gov for more information.

**These forms must be filled out in black ink with no crossed-out portions, corrections, or extraneous marks.**

When filling out these forms, the first section is your personal identifying information. The Payroll System you must select is UM. The agency code for the University is 360222. The employer that you must put is University of Maryland - CP. You may only use your home address; you cannot use an on-campus address or a P.O. Box. Please be sure to put your COUNTY of residence, NOT the country of residence.

After Section 1, all other sections should be reviewed by or completed with parents, guardians, or designated tax advisors. **Legally, no program employees are permitted to designate what withholdings students may or may not claim. The Ronald E. McNair Post-Baccalaureate Achievement Program is not responsible for any errors in student withholdings filings.**

*I-9 Form*

The I-9 Form verifies employment eligibility and is mandatory for being entered into University Human Resources. Students will not be able to be entered to have stipend payments processed without this form being completed by the deadline outlined in the Important Tasks for 2024 Summer Research Institute. Students must complete the I-9 Form found here (https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf). **Please fill out Section 1 of page 1 ONLY.** If you use a preparer or translator to complete this form, they must fill out Page 3.

### I-9 Documentation

In the contents of the I-9 form, there is a list of Acceptable I-9 documents for submission. Physical copies of this document must be seen by the administrative assistant and copies must be made in our office. Photos or personally made photocopies are not accepted. **DO NOT SUBMIT ANY I-9 DOCUMENTS VIA EMAIL.** If you are a Frostburg University or St. Mary's College of Maryland McNair Scholar, please email the administrative assistant regarding your I-9 document submission. Once the request is made, a secure folder will be created in BOX for you to upload scans of your documentation for submission. Scanned documents must be clear, blurred or cut-off scans will not be accepted.

### Participation and Honor Agreement & Permission to Edit and Publish

Please thoroughly read through these two documents, located on the [program website under "SRI Forms."](#)

The Participation and Honor Agreement outlines commitments for McNair Scholars by semester. By signing this form, you are entering into an agreement with Academic Achievement Programs' Ronald E. McNair Post-Baccalaureate Achievement Program (McNair Scholars Program) to adhere to the outlined commitments and your active participation in the program. Complete and Sign "The McNair Scholar" portion of this form and return it to the McNair Scholars Program Office.

The Permission to Edit and publish is a form that grants your consent for your likeness to be used, as well as a written agreement that your research was completed by you, with the assistance of your mentor indicated on the form and the McNair Scholars Program, and is not plagiarized. Please read this form thoroughly, fill out all fields, and sign to indicate your agreement.

### Completion of CITI Training

To be eligible to participate in research, students must complete the required training from the Collaborative Institutional Training Initiative (CITI) Program. In order to complete the trainings required for your research experience, you would go [here](https://www.citiprogram.org/index.cfm?pageID=14&_ga=2.17620479.715935471.1699623220-932202800.1699623220) (https://www.citiprogram.org/index.cfm?pageID=14&_ga=2.17620479.715935471.16996 23220-932202800.1699623220) to log in through your organization. When you select "Log In Through My Organization", type University of Maryland and proceed by selecting "University of Maryland College Park, which will take you to SSO login where you will sign in using your UMD credentials *(for St. Mary's College of Maryland and Frostburg University Scholars, please see "Additional Onboarding" for details on obtaining your UMD credentials.)*.

For all students, the training should be available for you to complete, but your major and department may have additional training requirements based on your research.

When your CITI training(s) are completed, please send a PDF of your certificate(s) of

completion to the Administrative Assistant (mwillifo@umd.edu) for our records. **Without record of your completion, you will not be able to begin your participation in the Summer Research Institute, and will be out of compliance with your commitments to the McNair Scholars Program.**

# Important Tasks for 2024 Summer Research Institute

Note: This document is a work in progress. Other tasks may be added with or without notice as plans are developed. Scholars must ensure that they have an accurate list and must be responsible for ensuring that tasks are completed by the deadline to ensure a smooth learning and research experience.

| TASK | DEADLINE | COMMENTS | DONE |
|---|---|---|---|
| Mentor Request Form due | February 9, 2024 | Form on McNair website. | |
| Mentor Confirmation/Change Form due | February 16, 2024 | Form on McNair website. | |
| Email to confirm summer housing | February 11, 2024 | For budget planning purposes, this information must be submitted on time. Late responses may not be accommodated, Not all requests for waivers will be granted. Cases reviewed case-by-case. Those who do not utilize summer housing will be charged for reimbursement as defined in the McNair Handbook. | |
| Mentor-approved research proposal completed with mentor submitted (via email) to Director cc to Graduate Assistant | April 26, 2024 | Proposals must be completed by the start of the Summer Research Institute (SRI). SRI is designed for scholars to conduct study and not to write proposal. | |
| Mentor-approved IRB application submitted to IRB office | April 26, 2024 | No data can be collected until this is reviewed and approved by UM's IRB office. Applications are not necessary if working on a mentor's research, but make sure your mentor is not required to add your name to his or her application. 2nd and 3rd year scholars MUST collect data or work on a mentor's research. | |
| Copy of IRB letter of approval to conduct study with copy to mentor | When provided by IRB office. | No data may be collected until this is done. Research may not be changed without mentor and/or IRB approval. McNair staff can make no decisions regarding your research. | |
| Research Summary Form is due | When providing a copy of an IRB letter. | This can only be done after the IRB process has been completed. Submitting the form with the letter prevents multiple changes to research. | |
| Completion of CITI Training | May 3, 2024 | This is a required training necessary to begin | |

| TASK | DEADLINE | COMMENTS | DONE |
|---|---|---|---|
| | | to collect data for your research. | |
| Turn in completed and accurate W-4 and I-9 documents to ensure stipend payment | May 3, 2024 | We cannot legally advise on how to complete the form. Please see your tax advisor, financial aid office, or previous forms for more guidance. | |
| Check into summer housing | May 27, 2024 (Memorial Day) | Arrive between 12:00 noon - 8:00 p.m. | |
| SRI Orientation | May 28, 2024 | This is an all-day event. This event represents the last opportunity to get comprehensive information and last minute updates about SRI.  A full schedule will be provided closer to SRI. However, SRI activities are M-F 8:30am - 5:00pm. After that, scholars should be spending time on research, writing, and graduate school prep. <u>Scholars are not encouraged to work or take other classes during SRI because they will conflict with SRI.</u> | |
| SRI | May 28th - July 5th | | |
| Academic Productivity Report Forms due to Director | May 31, 2024 June 7, 2024 June 14, 2024 June 21, 2024 June 28, 2024 July 5, 2024 | Forms must be completed, signed, and turned in by mentor to the Director. The forms indicate active engagement in research and will determine stipend allocation amounts. (i.e., partial or full) Plan accordingly with your mentor's schedule. | |
| RSVP due for attendance at Awards Luncheon | June 21, 2024 | Scholars must RSVP for them and their guests as well. All other guests must RSVP. Maximum 2 guests per scholar **<u>NOT INCLUDING MENTOR. MENTORS ARE ALREADY INCLUDED AS INDIVIDUAL GUESTS.</u>** | |
| Nomination for Outstanding Mentor Award due | July 1, 2024 | | |
| Nomination of Outstanding Oral Presentation of Research Award | July 4, 2024 (after orals) | | |
| Powerpoint Presentations of oral presentation emailed to Graduate Assistant | July 1, 2024 | Must be submitted to save transition time during oral presentations. Only submit your final powerpoint, to avoid the wrong slides | |

| TASK | DEADLINE | COMMENTS | DONE |
|---|---|---|---|
|  |  | from being displayed/having missing slides. |  |
| Oral Presentations of SRI work | July 2 & 3, 2024 | Family and friends may attend. This event is open to the public. Attire is professional. MMH 1400. |  |
| Individual and group photo session | July 8, 2024 | Attire is professional. |  |
| Poster Presentations of SRI work displayed | July 8, 2024 | Posters will be displayed just before the Closing Luncheon. |  |
| SRI Closing Awards Luncheon | July 8, 2024 | Mandatory. |  |
| Last Day of SRI | July 8, 2024 |  |  |
| Final, edited, proofed, and mentor-endorsed electronic and hard copy paper for the McNair Journal | August 2, 2024 | Scholars are expected to use feedback to make changes, work with the writing center, and work with mentor to produce "publishable" document. Final papers MUST be approved by mentor before submission. |  |