

## **Kellogg Biological Station Summer Undergraduate Research Program**

*(Created by M. Patel, Harvard Forest – adapted with permission by DZ 24 April 2015)*

### **EXPECTATIONS FOR STUDENTS**

The KBS summer program is an 11-week research experience in which approximately 20-30 undergraduates conduct scientific research under the guidance of a mentor. Our goal is to provide an excellent research and educational program to students who are eager to learn and pursue science. The minimum expectations we have for students in our program follows.

Students should understand this is a combined research and education program that involves commitment and effort on your part to get the full benefits. This is not “just a job”. While all researchers invest a great deal of energy in training and educating students in their research projects, it is the student’s responsibility to take advantage of the various aspects of the program including training, seminars, workshops, and meeting with visiting researchers. Working, taking courses (URAs only) and living together as a group in such close quarters requires every student to be considerate of their fellow students and KBS staff members so that everyone can have an excellent summer experience.

#### **Before the summer**

Upon being accepted into the program, student should:

- Complete all forms requested in a timely manner to ensure that your pay and housing are secured.
- Arrange travel to Kellogg Biological Station, 3700 E. Gull Lake Road, Hickory Corners, Michigan.
- Read all materials provided by mentor about your research project.
- Interact with your mentor regarding your research project and any questions you have about working with them.

#### **During the summer:**

##### **Employment, Research, and Education**

NOTE: This is a basic outline of the 11 week summer program. Changes and additions to the schedule, and more detailed information will be provided during the summer.

Weekly:

- Meet with mentor(s) to discuss:
  - The overall research project.
  - Data analysis.
  - Student progress including concerns, questions, and other research opportunities.
- Attend Professional Development seminars on weekday evenings and other required workshops.

Weeks 1 - 2:

- Attend the Summer Student Orientation and Welcome BBQ on Sunday evening.
- Day 1: Meet with mentor(s) to discuss summer plans and expectations.
- Attend Professional Development, workshops and seminars.
- Student will work closely with mentor for at least the first two weeks of the summer program.
- Student turns in copy of signed Learning Plan to Coordinator at the end of Week 2.

Week 3:

- Regularly meet with mentor(s), **at least once a week** to discuss research, data, and your progress.
- Attend Professional Development, workshops and seminars.
- Mentors will provide feedback and work with student(s) to define their research question if applicable.
- End of Week 3, REU students are required to submit a 2-page (maximum) research proposal to the Coordinator. Make sure to include a budget if you would like to use research funds (\$500 maximum).

Weeks 4 – 8:

- Regularly meet with mentor(s), **at least once a week** to discuss research, data, and student progress.
- Attend Professional Development, workshops and seminars.
- Begin working on blog post and preparing for end of summer symposium.

Weeks 9-10:

- Prepare for end of summer symposium. Mentors will be available to help students with:
  - **Abstracts/Summaries: Final version due to Coordinator Wednesday, July 27.**
  - **Posters: Maximum dimensions are 36 in x 48 in**
- Attend Professional Development, workshops and seminars.

Week 11:

1. Students are required to attend/participate in the KBS Undergraduate Summer Symposium on **Wednesday, Aug 3 from 3:30-5:30 p.m.**
2. Complete survey regarding your research experience at KBS.
3. Wrap-up all project related issues before you leave KBS the end of Week 11.
4. Work with mentor to decide if/how you will continue to work on or contribute to the project.
5. Ensure that all research spaces are clean and that your mentor has the most current version of your data and analysis, blog post and/or poster.
6. Email all posters and blog posts to Coordinator before you depart KBS.

**Other important considerations:**

- Students will treat all members of the KBS community in a respectful manner, recognizing the impact that their attitude may have on others.
- Students are expected to promptly seek help regarding any problem s/he is experiencing to someone in a position to help (i.e. RAs, Coordinator).
- All students will assist in the smooth running of the Room & Board program under the direction of the Conference Center and the RAs.
- RAs are here to help students facilitate activities, but are NOT responsible to entertain you or be your chauffer. We expect students to be pro-active and assist with planning and execution of extra-curricular activities.
- All clean-up related to student activities are the **collective responsibility of all students involved** in the activity.

**After the summer:**

1. If appropriate, students are expected to disseminate results from their summer research by giving a talk at their home institution, preparing a paper for publication or presenting a poster at a research conference.
2. Students are expected to participate in an annual Alumni survey.

Contact the Coordinator, Danielle Zoellner (dczoellner@gmail.com), at any time to discuss questions, comments and concerns you may about the summer program.