

SOURCE Explore Facilitator Packet

Application & Program Guide

Program Goals: Introduce early-stage students to research through hands-on workshops to build preliminary skills. Students will communicate workshop results to other Explore program cohorts.

Eligibility:

- Facilitators: Faculty members and research staff. Graduate student co-facilitators are welcomed, but hours may be limited depending on any existing stipends.
- Student: 1st and 2nd year students only, any major.

Application Cycles/Grant Period: Faculty/staff apply in September; students apply in November for Explore workshops held in late January-February.

Funding Amount: \$300 for student participants; \$1000 each (up to \$2000 per cohort if there are multiple facilitators) in research funds for facilitators. Facilitators can request up to \$250 in supply funds.

Facilitator Application Requirements: Program description including student activities, presentation format, and pre-reading materials; budget request (if applicable); CV and any co-facilitator information

Facilitator Application: <https://airtable.com/appBw6p8S9pYWU1NU/pag0bUEmHZfNP5Ygg/form>

- Opens in September

Student Application: <https://airtable.com/appBw6p8S9pYWU1NU/pagqdBZZRUbRbOPP/form>

- Opens in November

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Program Overview

SOURCE Explore programs are hands-on, interactive workshops designed to introduce students to research by doing short-term research activities. Led by a faculty member or research staff member, the SOURCE Explore programs are for students in their 1st or 2nd year with no prior research experience but who are curious to learn more. We seek to partner with faculty and research staff from a variety of disciplines to offer SOURCE Explore workshops.

Learning Objectives – students will:

- Understand the function of a research question and what makes an effective research question
- Define beginner-level terminology associated with research or theory in the field
- Explore a research methodology or technique
- As a group, in small teams, or individually, complete a short-term, mini-project or activity to respond to a research inquiry
- Perform analysis, synthesis, or interpretation of data/primary sources/secondary sources
- Develop 1-2 skills that will help them effectively conduct future research
- Communicate the results of their work
- Articulate next steps for pursuing research at SU (through SOURCE-led session)

Framework:

- 6 hours of meeting time
- 10 hours of additional student research time and presentation preparation
- Student stipend: \$300, paid upon completion of all program requirements
- Faculty/facilitator stipend: \$1000-2000 (graduate student co-facilitators are compensated via payroll)
- 12-14 student cap per cohort (may be smaller depending on space limitations)
- Students complete pre-workshop reflection, and post-workshop reflection, as well as a presentation of work

2027 Explore Dates

Facilitator application due	October 8
Notifications and finalized cohort descriptions	October 12-16
Student applications open	Late October
Pre-reading materials finalized & student application due	December 3
Finalized cohort lists	December 10-15
1st Explore session, facilitator led	January 22
2nd Explore session, facilitator led	January 29
3rd Explore session, facilitator led	February 5

4th Explore session, SOURCE led	February 12
5th Explore session, facilitator office hours	February 19
SOURCE Explore group presentations	February 26

Facilitator Compensation

Faculty and Research Staff: Each cohort receives a facilitator stipend of up to \$1,000 in research funds for a solo facilitator and up to \$2,000 for a group, disbursed by mid-spring semester. If there are multiple co-facilitators, the \$2,000 maximum is shared among them; we suggest no more than three co-facilitators per cohort.

Graduate Students: Graduate students may serve as co-facilitators but cannot run a cohort independently. They are compensated via payroll at the University's pre-determined rate for their student type, for up to 20 hours of work. For graduate students with TA, RA, or GA assignments the maximum number of hours may be less depending on their stipend or they may not be able to serve as a facilitator. Faculty should verify graduate student eligibility before offering the position. SOURCE staff will contact graduate co-facilitators separately with payroll details.

Application Overview

Program Goals

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Title

This will appear in the student application, outreach emails, and event materials. Previous examples:

- *How Our Lives Became Plastic: Researching Material Culture in the Archives*
- *Mapping Stories, Making Change with Syracuse Community Geography*
- *Discovering Connections: Using Graph Theory to Solve Real-World Network Challenges*
- *Analyzing Media & Popular Culture through a Social Justice Lens with Newhouse's CODE^SHIFT Lab*
- *Material as Method: Research through Textile Experimentation*
- *InferredMe: Data-driven Self-Reflection on AI Interactions*

Description (250 words maximum)

Write a brief description of your cohort as it would appear to prospective students. This should convey:

- The subject or research area students will explore
- What kinds of activities or methods students will engage with
- What students will make, find, or learn by the end of the program

[Click here for previous examples of strong descriptions.](#)

Program Outline

How will you structure the six hours of meeting time? Which topics will be covered during each of the three sessions?

Student Activity Description

What activities will the students participate in? How are they scaffolded to assist students in developing research skills?

Cohort Size

Indicate the maximum number of students you can accommodate. The program cap is 14 students per cohort; smaller cohorts are appropriate if the nature of your activity or your space requires it but minimum cohort size is six.

- SOURCE reviews all student applications and builds cohorts based on student ranking, program fit, and your stated maximum. Two alternates are identified per cohort in case of dropouts.
- Final cohort rosters are sent to facilitators by early January.
- If a student drops out after the program begins, please notify SOURCE promptly.

Presentation Format

What deliverable will students have for the final presentation? Will they present individually or as a group? Presentations can be in (1) traditional research poster format or (2) what we call 'interactive tables' which give students a small table to showcase their work and offer audience members to interact with the materials.

If you are open to either format or are still deciding, note that here. SOURCE can help you think through which format best fits your cohort's work.

Additional Presentation Logistics:

- Students who need posters or materials printed should submit files to SOURCE by the Wednesday before the presentation by 11:59pm
- Students are expected to stay for the full 2-hour session and dress business casual
- SOURCE provides students with guidance on preparing an elevator speech ahead of the event
- Facilitators are encouraged to use the Week 5 office hours session to provide presentation feedback

Pre-Reading Materials (Optional)

Do you plan to have pre-reading materials for your cohort? Please share the titles of the materials if you already have them. Please limit to 2-3 materials.

Blackboard Organization

All SOURCE Explore facilitators are added to the SOURCE Explore Blackboard organization. Each cohort has its own folder, and your named facilitators will have access to add and edit items. You may use this space as much or as little as you find helpful, past facilitators have used it to organize session materials and share pre-readings with students.

Pre-reading materials must be uploaded to your cohort's Blackboard folder by early December so that students can access them before the first session. If you have trouble accessing Blackboard, contact SOURCE.

Budget Request

The SOURCE is able to cover the cost of supplies up to \$250.

Questions? Contact ugresearch@syr.edu or 315-443-2091

The SOURCE | 100 Sims Drive, 6th floor | undergraduateresearch.syracuse.edu