

Introduction to Research Second Semester – Honors 397 (2 Credits)

Section:	Instructor:
Location:	Email:
Day & Time:	Office location:
	Office hours:

Course Objective

The Research Apprenticeship Program (RAP) at WVU engages students in active learning through research apprenticeships under the direction of WVU Faculty mentors. The objective of the HONR 397 course is to support RAP participants in the second and final semester of the program to develop and to demonstrate their ability to conduct and communicate research.

Prerequisite Course

To enroll in this course, students must pass HONR 297 with a grade C.

Expected Learning Outcomes

By the end of the course, students will be able to:

1. Demonstrate confidence in ability to pursue research.
2. Conduct research within their discipline abiding by the appropriate ethical regulations.
3. Formulate research questions and hypothesis.
4. Analyze and represent data/evidence.
5. Interpret research discoveries.
6. Explain the relevance of research to Society.
7. Synthesize research findings to compose abstracts.
8. Create presentations to communicate research.

Course Texts

No text required. Course documents will be provided via eCampus.

Relevant Course Policies and Procedures**Accessing the class materials on eCampus:**

Go to the eCampus (<https://eCampus.wvu.edu>) and login using your MIX name/user ID and password. All eCampus courses that you have registered for will be listed.

Technical problems—eCampus or Workspace

Students can contact the WVU Office of Information Technology Services (ITS) via email at ITSHelp@mail.wvu.edu, and/or via telephone at (304) 293-4444 or toll-free at 877-327-9260. Telephone messages may be left at any time. See the ITS web page for more information: <http://it.wvu.edu/>

Feedback Response Time

RAP Program Teaching Assistants and Program Director generally reply to email within 48 hours, except during weekends and holidays. Often, we will reply more quickly, but you should not count on a same-day

reply. Please plan accordingly so that you do not miss deadlines. If you would like to get help on an assignment **ahead of the deadline**, please email your Teaching Assistant. We are happy to provide preliminary feedback or answer questions.

Syllabus Change and Revision Statement

The instructor of this course reserves the right to change and/or modify the course syllabus at any time during the semester. Students will be orally notified of any necessary changes/modifications during scheduled class sessions or will be given written notice via eCampus email. Instructors may modify requirements or deadlines **ONLY** if such changes do NOT increase requirements or disadvantage the students in any way.

Course Requirements & Assignments (Subject to change)

Class Schedule

Week	Dates	Topic	Assignments
1		Revisiting the Mentor-Mentee Agreement & Classroom Culture	• Creation of Memorandum of Understanding • Sign up for 1:1 meeting
		Biweekly Report Due	• Link in eCampus
2		Research Ethics	• CITI training for RAP 2 due
3		One on One Meetings <i>Note: During 1:1 meeting, check in on research and in the StoryBoard</i>	• 1:1 Meeting Due • Check in on research and in the Storyboard
		Biweekly Report Due	• Link in eCampus
4		Leveraging Research <i>* Leveraging research assignments given at the beginning of class and should be completed by end of class.</i> <i>*Guest speakers for this class (ASPIRE, EXCEL)</i> <i>* Students need to have their computers for this class.</i>	• Leveraging Research Assignment Due
5		Research and Society - Discussions (How research can be translated to the community)	• Pitch of the projects that better translates to the society and contest to choose the winner.
		Biweekly Report Due	• Link in eCampus
6		Research and Society - Presentations	• Present to class the projects that were chosen in each group.

			Class will vote on the project that will represent the section.
7		Public Speaking	- Introduce Mentor Interview about Presentations Assignment (due week 9) - PSAs will support the class.
		Biweekly Report Due	Link in eCampus
8		Introduction to Visual or Graphical Abstracts	Bring a draft of abstracts to do a visual abstract in class.
9		Introduction to Presentations & Mentor Interviews <i>Note: Review any questions about Abstracts for Symposium (Orals & Posters categories).</i>	- Bring the Storyboard to their Mentors for updates - Presentation Interview due.
		Biweekly Report Due	Link in eCampus
10		Presentation Working Session & Revisiting 3 Minute Pitch	Poster/Oral presentations hunt (Use Undergraduate Symposia for presentations).
11		Presentation Peer Review <i>*Deadline for abstract submission.</i>	- Poster & Pitch draft OR PowerPoint & Script draft due. - Abstract submission due Sign up for 1:1 meetings
		Biweekly Report Due	Link in eCampus
12		One on One Meetings <i>Note: During 1:1 meeting, check in on research and Symposium Presentation</i>	StoryBoard Check in.
13		Pitch of Oral presentations in Class (if NO oral presentations, poster presenters will be invited to present).	Present final version of oral presentations.

		Biweekly Report Due	Link in eCampus
		Fall recess	No Class
14		Poster Presentations in Class <i>Note: class may run late</i>	Poster & Pitch final version OR PowerPoint & Script final version due.
		Biweekly report Due	Link in eCampus
		Symposium	Students present final work in Symposium
15		Reflections, survey, and written Thank you note to mentors	Turn in the reflections and get bonus points (5points).

Course Requirements & Assignments

Points reflect total points possible for work turned in on assigned dates/times

Assignment	Points Available	Points Earned
Attendance/Participation	50	
One on One Meeting – Week 3	20	
CITI training for RAP 2 – Week 3	10	
Leveraging Research Opportunities – Week 4	10	
Visual Abstract - Week 8	10	
Mentor Interview about Presentation – Week 9	10	
Poster Hunt/Oral Presentation Viewing – Week 10	10	
Revised Abstract for submission – Week 11	10	
Draft of Poster & Pitch OR Oral Presentation & script – Week 11	10	
One on One Meeting – Weeks 12	20	
2nd StoryBoard check in - Week 12	10	
Final Poster & Pitch OR Oral Presentation & script – Week 13	10	
Symposium Attendance/presentation	20	
Biweekly Report and weekly schedule (-5pts for every late submission; this deduction will come from the course total)	Deducted from course total	
Bonus points for Submission of Reflections (+5pts)	Included in course total	
Total	200	

Grading Scale:

A	B	C	D	F
90-100%	80-89%	70-79%	60-69%	Less than 60%
180-200	160-179	140-159	120-139	119 and Below

Midterm Grade

Midterm grade will correspond to 40% of the assignments. Midterm grades will be lowered by one letter grade if students do not achieve the minimum number of hours in the biweekly reports submitted by midterm due date.

Research Project Participation

Your commitment to your research project is a critical element of the Research Apprenticeship Program and this Honors 397 course. You are required to participate in a minimum of 4 hours of research per week. We understand there may be reasons for weekly fluctuation (more one week, less another). **Failure to log a minimum of 56 hours over the entire semester will result in the lowering of your overall grade by one letter value.** Additionally, failure to log a minimum of **half of the minimum hours required by the time midterm grades** are due will result in a midterm grade also lowered by one letter; however, this lowering will not be permanent if you attain 56 hours of research by the end of the semester.

Biweekly Reporting

Each of you are required to account for your research time. This means you will need to fill out a biweekly report. The links are found on eCampus and are due alternating Fridays. (-5pt for every late-after 11:59 on submission Fridays or unsigned weekly calendar). During each submission you will provide an electronic summary of your time and research findings every other week.

Note: If you are planning to work during the Saturday following a biweekly report submission, please account for the estimated hours during the biweekly report. These estimated hours will be confirmed by your instructor afterwards.

Attention: After you submit, your research mentor will receive an automatic email with your submission. If your mentor agrees with what you submitted, **NO ACTION IS NEEDED** from them! However, if your research mentor does not agree, they should contact the Program immediately.

Dates	Topic	Minimum hours required to be reported
	Biweekly Report Due	8
	Biweekly Report Due	8
	Biweekly Report Due	8
	Biweekly Report Due	8
	Biweekly Report Due	8
	Biweekly Report Due	8
	Biweekly Report Due	8
	Biweekly Report Due (less than 56 hours by final grade due date will result in a lowered final grade)	4
	Total Hours	56

Reportable research hours

Students should report all hours for activities specifically related to the research project including those activities specifically approved/mandated by the faculty research mentor. RAP Program assignments as listed in the syllabus are **not** reportable research hours, and neither is attending HON 397 class meetings.

Some examples of reportable hours include:

- Searching databases,
- researching and reading literature related to the research project,
- resolving unexpected problems in research,
- planning for the next step in research with the mentor or alone,
- helping others in the research group with their project/research,
- working on research assignments (coding data, subject recruitment/surveying, research timeline, oral presentation, graphs or artifacts for the poster, etc.),
- attending group meetings,
- discussing research with the faculty mentor or with secondary mentors (or others),
- doing experiments alone or under the guidance of a mentor,
- watching a mentor as the mentor explains and conducts research,
- designing study on own or with guidance from a mentor,
- preparing a presentation for a group meeting and presenting it at this group meeting (not for RAP Program),
- training on and fixing instrumentation,
- reading research protocols,
- ordering supplies, obtaining training to further the research, etc.

Attendance and Participation

Attendance at the weekly Introduction to Research Class is required, though excused absences may be requested (e.g., email 24 hrs prior to the class you will miss). Please do this as soon as you know you will miss a class. Excused absences will be made for a bonafide medical excuse or other legitimate reason (e.g., funeral) beyond the control of the student. However, it is the responsibility of the student to obtain this excuse by contacting the course instructor within 24 hrs of this missed session. Regardless, students who miss class meetings are responsible for turning in required assignments before the end of this calendar date, obtaining related materials, and garnering any announcements from a classmate. Attendance and participation will account for 50 points (or the equivalent of 25% of your final grade). **10 points will be deducted from the 50 points for each of your missed class periods unless the student receives explicitly confirmed exemption by the course instructor. Students should keep record of any exemption notifications.**

Please review [University Attendance Policy](#)

One on One Meetings

Each of you are required to meet with your course instructor two times this semester. These meetings are intended to support your progress in research and academic study. Failure to attend meetings or attending unprepared will result in zero points for this assignment.

Zero Hour Work Week

If there is any week during the semester you do not have research work to do (you report 0 hours for a week), you should contact your course teaching instructor to discuss your research schedule as soon as possible.

Late Assignments

All assignments in this class are submitted in class or on eCampus. They are typically due by the start of class time on the day of your class. Late assignments will be accepted with a late penalty. Please contact the instructor BEFORE the due date if you need to discuss an exception to an assignment due date. Assignments

turned in within 24 hours of class time (regardless of class attendance) will be eligible for credit of up to 50% of the assignment's original value.

The Mentor-Mentee Agreement

This document is an agreement detailing the obligations of the mentor and the mentee as well as any other related individuals contributing to your research project. It identifies specific deliverables and milestones to be met and dictates how the contracting parties will interact with each other. This contract remains binding for the two semesters of the program, unless you switched mentors or have since otherwise amended the document with the help of the RAP Program Director.

Class Discussions

Productive classroom discussions—those that enable students to invent, create, imagine, take risks, and dig for deeper meanings—can only take place in a climate in which students feel safe to offer their ideas. These class discussions will explore topics of particular interest to early career researchers. Instructors and students will create an inclusive climate by being mindful of the essential conditions of interactive discussions. In some cases, it will require the student to prepare before coming to class. Those course documents will be provided in advance on eCampus. The group will develop a memorandum of understanding on the first day of class. This group assignment will help to establish inclusive language that can be used to articulate authentic research experiences (defining “research group,” “data,” etc.).

Research Presentation- Symposium

During your first semester of RAP participation, we requested your attendance at a research conference to learn firsthand from experienced researchers. In your second semester of RAP, you are required to present your own project at the Undergraduate Research Symposium where RAP apprentices will display their findings through a poster presentation, oral presentation, or performance. **Each second semester RAP apprentice is required to present their RAP Research at this event.**

****Students being paid using funds, federal work-study, or grants (if applicable):***

Each of you will need to familiarize yourself with either the time clocks within the buildings where you will work or Web clock on WVU portal if you are working remotely. Failure to do this will lead to unpaid time. The biweekly report is critical for your paid time. **If you neglect to sign in or out of the Applaud system, you are required to contact HONR 397 instructor within 24 hours of this missed time/error. Failure to communicate this need for revision can result in no working hours for this shift of work.**

Federal Work Limitations: Student mentees are responsible for the tracking and accounting of their federal work study award. Mentees are encouraged to log into their Star account and/or call the Mountaineer Hub to obtain financial status information. The RAP program does not have funds to support the mentee if the award is exhausted. In any event, the mentee must remain committed to completing the semester-long research project and engaging in the minimum required commitment.

Federal Funds Legal Ramifications: If the mentee is participating in research using a Federal Work Study award or grant funds, he/she is being paid by federal funds. As such, it is critical that the dispensation of those funds is monitored closely and that faculty mentors (or their designees) check reported research hours for correctness during biweekly reporting. See below important rules that apply to students receiving Federal Work Study:

- 1. Total hours per week cannot exceed 28 hours, except during academic breaks (Thanksgiving, Winter Break).**
- 2. If a shift is longer than 6 hours, at least a 30-minute unpaid break must occur that cannot be at the beginning or end of the shift. In addition, two 15-minute paid breaks must occur.**
- 3. Students may not report hours fraudulently, which includes misrepresenting hours worked.**

4. If RAP becomes aware that a student is reporting hours fraudulently, the student may be terminated from the FWS program. If a faculty mentor or a secondary mentor becomes concerned about the mentee's reported hours, please communicate concerns immediately to the RAP Program Director at RAP@mail.wvu.edu.

Honors EXCEL

If you are currently enrolled in the Honors EXCEL program, there is the potential for overlap between RAP and your EXCEL project. Please let your course instructor or the RAP Program director know ASAP if you are an EXCEL student. In addition, let the EXCEL director know that you are a RAP participant. This way we can ensure your success in both programs simultaneously.

Institutional Policies

Students are responsible for reviewing university [policies](#) including but not limited to inclusivity, academic integrity, incompletes, sale of course materials, sexual misconduct, adverse weather, as well as student evaluation of instruction, and days of special concern/religious holiday statements.