

Introduction to Research First Semester – Honors 297 (1 or 2 Credit)

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 297 course is to support RAP participants in the first semester of the program by providing foundational knowledge in the skills needed to conduct research in various fields.

Expected Learning Outcomes

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

1. Recognize the nature of research as an ongoing discovery.
2. Understand how researchers in various disciplines answer questions.
3. Compile background information on a project by networking, interviewing, and reviewing literature.
4. Employ team working skills.
5. Develop increased confidence in ability to conduct research.
6. Demonstrate an identity as a researcher within one's field of study.
7. Show improvement in written and oral communication skills.

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 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)

Week	Dates	Topic	Assignments
1		Course Introductions	• Creation of Memorandum of Understanding
		Biweekly report due	• Link in eCampus
2		Reflections on Mentor-Mentee Agreement & Getting the Most from Your Mentor	• Mentor-Mentee Agreement Due this week. • Sign up for 1:1 meeting
3		One on One Meetings <i>Note: During 1:1 meeting, check in on research and in the StoryBoard</i>	• 1:1 Meeting Due • Media Release form due
		Biweekly Report Due	• Link in eCampus
4		Time Management & Fostering Self-Efficacy	• Time Tracking Due
5		Research Communications & Literature MURR	• References included in the StoryBoard by the end of class
		Biweekly Report Due	• Link in eCampus
6		Mentor Biography & Network Mapping	• Mentor Biography Due
7		Invited Experienced Undergraduates Panel	• 3 Questions for Experienced Undergraduates Due before class time.
		Biweekly Report Due	• Link in eCampus
8		Frustrated and Overwhelmed & Visiting Peer Research Spaces	• Summary of Research Spaces (with selfies) due at the beginning of class.

9		Introduction to Abstracts & 3 Minute Pitch	• Mentor interview for Abstract Due
		Biweekly Report Due	• Link in eCampus
10		Implicit Bias Training	• DEI will facilitate • CITI Training for RAP 1 Due
11		Abstract & 3 Minute Pitch Peer Review (students will make their peer reviews in class)	• Abstract & Storyboard Peer Review Draft Due • Sign up for 1:1 meeting
		Biweekly Report Due	• Link in eCampus
12		One on one meeting <i>Note: During 1:1 meeting, check in on research and in the StoryBoard</i>	• Tentative schedule for RAP2
13		Present Abstracts and 3 Minute Pitch	• Abstract Final Version Due and 3 Minute Pitch Final Version Due
		Biweekly Report Due	• Link in eCampus
		Fall recess	• No Class
14		Last minute presentations	
		Biweekly Report Due	• Link in eCampus
		Fall Symposium	• Students must attend the Symposium and watch oral and poster presentations.
15		Reflections & surveys	• 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	
Mentor Mentee Agreement due week 2	20	
Individual Meeting due week 3	15	

Time Management Activity Report due week 4	10	
References for the StoryBoard due week 5	10	
Mentor Biography Assignment due week 6	10	
Summary of Visiting Research Spaces due week 8	10	
Mentor Interview for Abstract – week 9	10	
CITI Training due week 10	10	
Abstract & 3 Minute pitch of the StoryBoard peer Review – week 11	10	
One on One Meeting due week 12	15	
Abstract due week 13	10	
3 min Pitch of the StoryBoard due week 13	10	
Symposium attendance– December 3, 2022	10	
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 90-100%	B 80-89%	C 70-79%	D 60-69%	F Less than 60%
180-200	160-179	140-159	120-139	119 and Below

Research Project Participation

Your commitment to your research project is a critical element of the Research Apprenticeship Program and this Honors 297 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 **20 hours 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 starting **(include date)**. (-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 report, 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	4

	Biweekly Report Due	8
	Biweekly Report Due	8
	Midterm grades due: Less than 20 hours by semester midpoint will result in a lowered midterm grade)	
	Biweekly Report Due	8
	Biweekly Report Due	8
	Biweekly Report Due	8
	Biweekly Report Due	8
	Final Biweekly Report Due (less than 56 hours by final report 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 course assignments as listed in the syllabus are **not** reportable research hours, and neither is attending HON 297 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. Please note if you elect to discontinue participation in the RAP Program for the Spring 2023 semester, you must schedule a one on one meeting with RAP Program administrators to be held **before (include date)**. If you fail to do so, your grade will drop by one letter grade. Additionally, in order to continue to RAP 2 next semester, you MUST achieve a C or better in RAP 1.

Late Assignments

All assignments in this class are submitted 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 hour 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 is expected to be apply in the two semesters or the RAP experience.

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-3 min Pitch

Communicating research findings is critical to advancement of your discipline, collaborations, and improving society. As a capstone of the first semester of your RAP Participation experience, each of you will provide 3 min Pitch presentations of your semester's research findings. The details of building your pitch will be discussed in class. Please find below a general rubric for preparing your pitch.

Use the following scale to rate the presenter:

1=Strongly Disagree, 5= Strongly Agree	1	2	3	4	5
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The presenter clearly explained his/her research question.					
The presenter clearly explained the importance of the research within the first minute of his/her presentation.					
The presenter included the appropriate amount of background information so I could easily follow the presentation.					
The presenter explained the methods section clearly.					
If results were included, they were clearly articulated.					
The presenter had a clear conclusion that gave an appropriate overview of his/her talk.					
The presentation was well organized and followed a logical order					
The presenter explained unfamiliar terms/vocabulary.					
The poster design and layout contributed to the effectiveness of the presentation (there were few or no distracting items).					
The delivery of the presentation was good (the presenter was loud and clear with a good, consistent pace).					
The presenter was enthusiastic about his/her research.					
The presenter was confident in the material he/she was presenting.					
The presenter maintained good eye contact with the audience.					
The presenter helped me to understand his/her research project better					
Overall, I would give the speaker a grade of					

Research Presentation-Fall Symposium

During your first semester of RAP participation, we want you to have an experience at a research conference and learn firsthand from experienced researchers. You will be required to attend an Undergraduate Research Symposium where RAP apprentices will present their research findings through either a poster or oral presentation. Each first semester RAP apprentice is required to attend 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 may lead to unpaid time. To avoid this, it is critical that you submit your biweekly report on time. **In addition, if you either forget to log your hours in the Applaud system or suspect you logged hours incorrectly, please contact your instructor as soon as possible to correct the error.**

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.