Dear Colleagues,

Thank you for mentoring an Undergraduate Research Honors Scholar (URHS) student this semester. Students registered for the URHS are required to complete three semesters of research, creativity, or scholarship (RCS) activities and to present or publish their work in order to receive a designation of Undergraduate Research Honors Scholar on their permanent transcripts. This transcript designation will provide direct evidence of students’ achievement and advanced skills to employers, professional schools, and graduate programs.

Up to two semesters of course-based RCS experience may be applied to the transcript designation. A list of approved “research-intensive” courses is available at: https://www.odu.edu/impact/student/undergradresearch/courses. If a student proposes to receive course-based credit toward the URHS transcript designation, and the course is on this approved list, no mentor endorsement is necessary. If the course in question is not on the approved list, application may be made through this form for the course to count toward transcript designation requirements. Courses with significant components of novel discovery and advanced skill development may be designated as research-intensive without modification, or students may complete additional or alternative individualized RCS work as part of a non-research-intensive course to receive credit for the transcript designation. Courses will be evaluated on a case-by-case basis, and may be added to the research-intensive list if approved.

Attached to this document, you will find a template mentor endorsement form that includes questions relevant to approval of existing courses as research-intensive, or for approving advanced work of individual students in the context of the course for credit toward the transcript designation. Instructors of record are encouraged to complete these forms on behalf of their students. Please use this template form for registration of a research-intensive course or qualifying course-based activity; the forms may be uploaded by students via Google Forms, or you may submit the endorsement separately to HCUndergradResearch@odu.edu. Please include the words “URHS Endorsement” in the subject lines of these emails.

We recognize the considerable effort and dedication that go into mentoring every undergraduate researcher, and we appreciate your dedication and contribution to undergraduate research, creativity and scholarship at ODU. If you have any questions about this transcript designation program or if we can assist in any way, please do not hesitate to contact Dr. David Gauthier, Director of Undergraduate Research, at the contact address/phone phone below, or the Honors College at honorscollege@odu.edu.

Best Regards
David Gauthier, Director of Undergraduate Research
HCUndergradResearch@odu.edu
757-683-3822

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Old Dominion University
APPLICATION FORMS FOR COURSE-BASED URHS SEMESTER EXPERIENCE

Description: Course-based URHS semester experiences should include either completion of an approved research-intensive course, or individualized work in the context of a course that displays elements of novel discovery or advanced skill development. In general, approved course-based URHS experiences will include some or all of the following aspects:

- Significant element of novel discovery. Laboratory courses with known outcomes will generally not qualify for this requirement, whereas laboratory work toward novel findings generally will. Similarly, simple literature reviews will generally not qualify, whereas novel analysis of primary sources will.
- Significant element of advanced skills, especially those that will be required for post-graduation employment, or professional or graduate schools.
- Active mentorship by the faculty instructor, with one-on-one interaction between mentor and student.
- RCS activities directed toward an end product, such as a publication, presentation, exhibition, or similar demonstration of the student’s work.

Please feel free to contact Dr. David Gauthier, Director of Undergraduate Research, HCUndergradResearch@odu.edu for additional information or assistance in determining if a course-based activity will qualify for URHS credit.

STUDENT INFORMATION
Name ________________________________ UIN ________________________________

MENTOR (INSTRUCTOR) AND COURSE INFORMATION
Name ________________________________ Department ________________________________
Campus Phone ________________________________ Email ________________________________
Course (Dept/Number) ________________________________ CRN ________________________________

Agreement
Both mentor and student agree to certain conditions that will allow this course-based RCS experience to fulfill requirements for the URHS transcript designation. To receive credit, the student must satisfactorily complete the course with a grade of B or better. If performing individualized activities in a non-research-intensive course, specific criteria for grading should be detailed in the endorsement below, and should include evaluation of the advanced RCS activities. Pre-semester proposals must be received via Google Forms no later than the end of the add-drop period for the semester in question. Credit may be given up to one semester retroactively with completion of this form and approval from the Director for Undergraduate Research. Post-semester reports must be received from students no later than two weeks past the last date of finals for credit in the previous semester (later reports may delay transcript designations).
Mentor/Instructor Endorsement:

How does the course fulfill the criteria of novel discovery and/or advanced skill development?

What outcomes are expected for the semester? For non-research-intensive courses, how will grading of the student be linked to individualized work as part of the course?

___________________________________________________________________________

Mentor (Instructor) Signature ____________________________ Date _______________