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.

At least one semester of a non-course-based RCS experience is required as part of the transcript designation program. These non-course-based experiences may take many forms, including laboratory research, production of artwork or performance, or novel analysis of primary sources. All non-course-based semester experiences require students to propose a project and be approved prior to the semester in which a project will take place, and a post-semester report of the accomplishments during the semester. Both reports require a faculty mentor endorsement. Attached to this document, you will find a template mentor endorsement form that includes questions relevant to the pre-semester application and post-semester reporting. Please use this template form for your endorsement of URHS students; 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

PROPOSAL AND REPORTING FORMS FOR NON-COURSE-BASED URHS SEMESTER EXPERIENCE

Description: Non-course-based URHS semester experiences should include semester-long projects in research, creativity, or scholarship (RCS). These experiences should include most or all of the following elements:

- At least 135 hours spent in work directly relevant to RCS activity.
- Support and mentorship of a faculty advisor, with regular meetings between advisor and student.
- RCS activities in part devised and self-directed by the student. Multi-semester projects should demonstrate increasing independence of the student for attaining project goals.
- RCS activities directed toward an end product, such as a publication, presentation, exhibition, or similar demonstration of the student’s work.
- Semester experiences that occur as part of coursework (e.g. as part of a senior seminar, course-based independent study, etc.) generally will not qualify for the non-course-based experience.

In certain extenuating circumstances, RCS work associated with a CRN-bearing course will be considered for the non-course-based requirement. Please contact Dr. Gauthier (HCUndergradResearch@odu.edu) to discuss exceptions.

URHS semesters can take many forms, including work in a laboratory, in-depth study and analysis of scholarly sources, development of artwork or performances, etc. In general, these experiences should include a significant element of novel discovery, and development of advanced skills by involved students. Please feel free to contact Dr. David Gauthier, Director of Undergraduate Research, for additional information or assistance in developing RCS experiences for undergraduate scholars.

STUDENT INFORMATION
Name ___________________________________________ UIN ____________________________

MENTOR INFORMATION
Name ___________________________________________ Department __________________________

Campus Phone ___________________________ Email ___________________________

Agreement
Both professor and student agree to certain conditions that will allow this non-course-based RCS experience to fulfill requirements for the URHS transcript designation. To receive credit, the student must satisfactorily complete project goals outlined in the pre-semester proposal. 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 a post-semester report and mentor endorsement, upon approval from the Director for Undergraduate Research. Post-semester reports must be received no later than two weeks past the last date of finals for credit in the previous semester (later reports may delay transcript designations).
Pre-semester proposal endorsement:

How does the proposed RCS experience represent novel discovery and/or allow the undergraduate scholar to develop advanced skills?

What outcomes are expected for this semester? How will the outcomes be assessed?

__________________________________________

Mentor Signature

Date
Post-semester endorsement:

How well did the student fulfill the pre-semester agreement for this non-course-based RCS experience?

What were the major outcomes of the work?

Do you recommend that the student be given credit from this experience toward the URHS transcript designation?

_________________________________________  ______________________________
Mentor Signature                              Date