ENGAGE

Cultivating mentored research experiences

PROGRAM DESCRIPTION

The I-Engage Mentoring Program brings together graduate and undergraduate students for a summer-long research experience. The program offers graduate students an opportunity to practice mentorship skills and exposes undergraduates to cutting-edge research in their field. The program is open to students in every discipline at UTA. Undergraduates will be expected to work closely with a graduate student mentor on either the mentor's research/creative project or on their own research/creative project. The undergraduate is expected to gain research experience, learn more about an academic discipline, network with other students and faculty and refine skills critical for academic and professional growth while the graduate student exercises and develops mentoring skills and benefits from progress made on the research/creative project. Part of the undergraduate's experience must be "hands-on" in nature, but the mentor will be expected to help the undergraduate develop his or her academic understanding related to the selected project. The support of a faculty sponsor, who will provide general oversight of the research project and supply guidance to the graduate student mentor and undergraduate mentee, as needed, is required.

Qualifications

Graduate Student: Doctoral and doctoral-bound students in good academic standing who have completed 30 hours of graduate study.

Undergraduate Student: The program is open to all junior-senior level undergraduate students in good academic standing. Priority consideration will be given to students who are not participating in another undergraduate research program, but students participating in other research programs are encouraged to apply.

Compensation

Graduate Student: will receive a $2000 stipend during the project term.

Undergraduate Student: will receive a $1000 stipend during the project term.

HOW TO APPLY

The graduate student mentor and undergraduate trainee pair must self-identify at the time of application to the program[1] and submit a complete application with appropriate faculty approval to be considered. To indicate their approval, the faculty sponsor must e-mail graduate.studies@uta.edu no later than **11:59 p.m. CST on Wednesday, April 23, 2025** stating they approve of the proposal and will assist and advise the mentor/mentee as needed.[2]

The application for this program consists of a completed syllabus describing the summer research experience along with a completed online application form. Successful applications will include clearly stated learning objectives and describe in detail the activities to be completed by the undergraduate student to achieve the objectives. Applications with excellent project descriptions, student learning outcomes, and activities are most likely to be selected.

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[1] If you need assistance finding a graduate mentor/undergraduate mentee, the Office of Undergraduate Research may be able to help with mentor matching. Please e-mail ugresearch@uta.edu for more information.

[2] The text of the faculty sponsor's e-mail should simply read, "I approve of the proposal by [mentor name] and [mentee name] and will assist them as needed."

APPLICATION INSTRUCTIONS

The application for the I-Engage Mentoring Program includes the **online application** and a **syllabus** for your proposed research project/course. The Syllabus is a MS Word document and is based on the UTA-required syllabus. Follow the directions below to modify the Syllabus. Be sure to remind your faculty sponsor to send an email agreeing to provide general oversight of the project and supply guidance to the participants as needed no later than **11:59 p.m. on Wednesday, April 23, 2025.**

General Instructions

The completed syllabus serves as the application for the I-Engage Mentoring Program and is to be completed jointly by the graduate mentor and undergraduate student with guidance from and approval by the faculty sponsor. **The syllabus should reflect a plan of study that explicitly describes the activities, expectations, anticipated outcomes and basis of evaluation for the undergraduate and graduate students participating in this project. Replace the [bracketed] and/or red font instructions on the syllabus   with the appropriate information.**

Required Activities

The activities under this section are mandatory and should clearly support the stated learning outcomes. Activities must be listed that create the learning environment for the undergraduate student to achieve the stated outcomes. Applications must demonstrate a clear link between activities and learning outcomes.

All required I-Engage program events are listed for you in the syllabus. Attendance at all meetings is a requirement for program acceptance.

Additional Required Activities
- Undergraduate Student: In addition to the activities listed in the syllabus application, each undergraduate participant is required to complete time sheets and assemble a research portfolio. The mentee and mentor will also be jointly responsible for creating two Power Point slides featuring their research for the End of Semester Celebration slide show, which the mentor will submit no later than 8/4/2025. (More details will be provided if application is accepted to the program.)
- Graduate Student: In addition to the activities listed in the syllabus application, the graduate student mentor must complete a program assessment that includes a description of their personal mentoring experience and evaluation of the undergraduate participant. The mentee and mentor will also be jointly responsible for creating two Power Point slides featuring their research for the End of Semester Celebration slide show, which the mentor will submit no later than 8/4/2025. (More details will be provided if application is accepted to the program.)

 Additional Activities

This section is also to be developed jointly by the graduate and undergraduate students participating in this project. Any activities agreed upon by participants should be described in this section. Please specify due dates where applicable. Examples of appropriate activities for this section include specific tasks related to the research project, activities such as interviews or lectures to help the undergraduate student learn more about

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the academic discipline, networking functions with other students and faculty, and activities that contribute to the development of skills critical for academic and professional growth. You may also include the no- cost workshops available through the Responsible Conduct of Research or Graduate School workshops/programs. Other workshops, seminars, conferences or exhibits may also be appropriate to include.

Attendance Policy

The attendance policy for this program will be determined by the mentor and mentee. It should reflect the time commitment expected of the undergraduate and graduate student on this project and should be as explicit as possible. The attendance policy may include the number of hours expected in the lab or studio each week, attendance at other events, as well as the number and duration of meetings expected to occur between undergraduate trainee and graduate mentor. Dates for the hourly times sheets may be determined by the graduate and undergraduate students participating in the program. Time sheets must be submitted to the graduate student every two weeks at minimum.

Submitting the Application/Syllabus

Submit the completed syllabus through the Online I Engage Application. Each syllabus will be reviewed by the selection committee.

Applications and faculty sponsor e-mails must be received no later than 11:59 p.m. CST on Wednesday, April 23, 2025.

Accepted students who do not complete the program and/or do not fulfill the expectations as set by their application will be required to return the award funds to UT Arlington. This determination will be made at the discretion of the Graduate School.

Please contact Leah Collum at graduate.studies@uta.edu if you have any questions.