



## NEW YORK CITY COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201-1909

### **Emerging Scholars Program Application – Part IIA – Spring 2018**

The Emerging Scholars Program provides a \$500 stipend for full-time students (enrolled for 12 or more credits) and a \$250 stipend for part-time students (enrolled in 11 or fewer credits) for conducting research with a faculty member. The purpose of the program is to provide students with an opportunity to apply what was learned in the class room to discover new knowledge, to solve real-world problems and to develop professionally while working with faculty to advance scholarly endeavors. The program includes specially designed workshops offered by the Honors Scholars and other programs and participation in a biannual poster session. This is the second part of a two-part application, to be filled out by the student interested in participating in the Emerging Scholars program in Spring 2018.

#### **The Application**

Part I can be found at: <https://www.surveymonkey.com/r/EmergingScholars>

Part II of the applications includes:

- (1) PREA - Must be completed electronically and signed by both the student and faculty mentor.
- (2) CUNYfirst Expense Reimbursement form - Please clearly write your name, CUNYfirst ID, address, telephone number, City Tech email address and sign the form.
- (3) W-9 – Please complete parts I and II and sign in part III- **DO NOT INCLUDE YOUR SOCIAL SECURITY NUMBER ON THE W9 FORM.**
- (4) An unofficial copy of the student’s transcript, including spring 2018 registration.

#### **Emerging Scholar Program Requirements**

1. The ESP application deadline (Parts I AND IIA and IIB) is **Friday, February 23th, 2018. Part I should include the mentor information, project title, and project abstract submitted by this date.** Please complete part I online and submit a completed part II to: Ms. Chioma Okoye, Provost’s Office, Namm 320, Phone – 718.260.5560 OR Email: [undergraduateresearch@citytech.cuny.edu](mailto:undergraduateresearch@citytech.cuny.edu) –**SUBJECT Line: ESP application**
2. ESP researchers are expected to attend the mandatory orientation meeting on **Tuesday, February 27th, 2018, from 12:45-1:45 PM** Namm 1023B.
3. All students must also complete the responsible conduct in research online training and submit their Collaborative Institutional Training Initiative (CITI) certificate by **Wednesday, March 28, 2018.** *Even if you have submitted this in previous semesters, you are still required to submit a copy of the certification.*

More information on CITI training can be found at:

<https://www.citiprogram.org/>

**Make sure not to click that you want college credit** – if you indicate that you want college credit the program then indicates that you have to pay for the certification. Submit the completion certification (pdf file) using the following Dropbox link:

<https://www.dropbox.com/request/0Wa8G5Ey5zHZF8pblWCD>

4. First-time undergraduate researchers must attend the four Group I workshops. Returning researchers must complete four workshops from Group II. If you have already completed all of the Group I and II workshops and do not wish to participate in them again please contact Prof. Hamid Norouzi @ [undergraduateresearch@citytech.cuny.edu](mailto:undergraduateresearch@citytech.cuny.edu) –**SUBJECT Line: workshop alternatives**, to discuss alternate activities to fulfill this requirement.

### **Group I: Mandatory Workshops for first time participants:**

- Thursday, March 1  
1-2 PM & 4-5 PM      Workshop I: Writing Abstracts for Research Projects  
Prof. Marianna Bonanome & Prof. George Guida, N 119
- Thursday, March 15  
1-2 PM & 4-5 PM      Workshop I: Advancing Library Research Techniques  
Prof. Anne Leonard and Prof. Monica Berger, Atrium 540  
(Library 5<sup>th</sup> floor)
- Thursday, March 29  
Presentations  
1-2 PM & 4-5 PM      Workshop I: Developing and Delivering Effective Research  
Mr. Andrew Wills, AG30
- Thursday, April 12  
1-2 PM & 4-5 PM      Workshop I: Designing a Research Poster Presentation  
Mr. Andrew Wills, Namm 119

### **Group II: Advanced workshops for returning participants – please attend 4 different workshops:**

- Thursday, March 15  
Projects  
1-2 PM & 4-5 PM      Workshop I: Advanced Writing Abstracts for Research  
Prof. Marianna Bonanome & Prof. George Guida, AG18
- Thursday, March 22  
Advancement  
1-2 PM & 4-5 PM      Workshop II: ePortfolios for Academic and Career  
Dr. Karen Lundstrem, General 604
- Thursday, March 29  
1-2 PM & 4-5 PM      Workshop II: How to Write a Personal Statement  
Professional Development Center, N119

- Thursday, April 12  
1-2 PM & 4-5 PM                      Workshop II: Writing Effective Cover and Thank You Letters  
Professional Development Center, AG30
- Thursday, April 19  
1-2:15 PM (Monday Schedule)                      Workshop II: Research Poster Design Workshop  
Mr. Andrew Wills, N 119 (Bring your own laptop)

5. In collaboration with the faculty mentor, prepare a final abstract summarizing the accomplishments of the project. Mentors should proofread, edit, and upload it by **Thursday, April 12, 2018** at the following Dropbox link:

<https://www.dropbox.com/request/eg9LlaP50MjgARjFjQwy>

Additionally, you should prepare your poster based on your final results for a poster session event. The poster file must be uploaded to a Dropbox link by **Thursday, April 26, 2018**.

<https://www.dropbox.com/request/lmZHoeQY684dMBF2Eggg?oref=e>

Signing the consent form indicates permission to publish abstracts and posters on the college website.

6. Participate in the Honors and Research Scholars poster session and award ceremony

- Wednesday, May 2  
11-4 PM                      Honors Scholars Poster Presentation  
Atrium Ground & First Floors
- Thursday, May 3  
10-3 PM                      Awards ceremony will begin at 12:30 PM  
Atrium Amphitheater

7. Be a full-time student in good academic standing (exceptional part-time students are eligible for a \$250 stipend for 25 hours of work with their mentors and attend all workshops).

*To optimize the number of mentors available to students and to ensure a proper depth of focus on scholarly work, Emerging Scholars are limited to **ONE** research project per semester. Undergraduate research stipends are not available to those receiving stipends from another project although they may participate in the program. Faculty mentors involving multiple students on a project should distinguish the expected roles to be performed by each student on the Pre-Research Application (PREA).*

**Program websites:**

**Emerging Scholars:**

<http://www.citytech.cuny.edu/research/>



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**Undergraduate Research**  
**Pre-Research Application (PREA)-please type and attach an unofficial transcript**

1. Student Name/EMPL ID/address/email/phone \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Faculty Mentor Name/Department \_\_\_\_\_

3. Title of Project \_\_\_\_\_

4. Description of Project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What will the student's role be in this project? What research skills will the student employ?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What skills/values/knowledge learned in the classroom will the student employ?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What research skills or other knowledge will the student learn? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What "soft skills" will the faculty mentor address in this experience?

a. Professional skills

- Goal setting
- \_\_\_ Time management
- \_\_\_ Professional communication/behavior

b. Career planning and support

- \_\_\_\_\_ guidance in academic/career planning
- \_\_\_\_\_ networking/making connections with professionals in the discipline

9. What will the student contribute in terms of time commitment, quality of work, record keeping, preparatory work for meetings with mentor?

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10. What will the faculty mentor contribute in terms of time commitment, frequency of meeting with student, monitoring of and feedback on student work?

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**CONSENT**

I hereby consent to the unrestricted use by New York City College of Technology (the College), The City University of New York (the University) and their related entities for the benefit of the College or the University of (1) my name; (2) my photograph, portrait, picture or other likeness; (3) the name(s) of undergraduate college(s) attended, degree(s) earned and year(s) of graduation; (4) (a) the name(s) of graduate, professional or other school(s) attended or being attended and program(s) in which enrolled or (b) my job title(s) or position(s) held and name(s) of company(ies) or other concern(s) by which formerly or now employed; and (5) any physical or audio/visual representation(s) thereof of example or examples of my classroom or laboratory course work for news, advertising or other promotional purposes or for the purposes of trade. I waive the right to inspect or approve any such materials related to such purposes and understand that I will receive no compensation for this consent.

\_\_\_\_\_  
Signature of Student/Date

\_\_\_\_\_  
Signature of Faculty Mentor/Date