UROP Students and UC 280

- All freshmen, sophomores and transfer students at the Ann Arbor campus are eligible to apply to UROP.

- Students accepted into UROP register for UC 280 or a comparable course.
  - Students register for 1-4 credits each semester. Their grade is based on your evaluation in conjunction with the evaluation of their UROP Peer Advisor.
  - Students using their work-study award are paid by UROP for the hours they work on your project and time participating in skill-building workshops. They register for 1 credit.
  - Students taking UROP for credit enroll for 2-4 credits depending on how many hours they work with you. A student enrolled for 2 credits should work 6-9 hours a week. A student enrolled for 3 credits should work 9-12 hours a week and a student enrolled for 4 credits should work 12 hours to the maximum of 15 hours a week.

UROP Mentors

- All junior and senior faculty members, post-doctoral fellows, visiting scholars and other senior researchers and scholars on the Ann Arbor campus for the full academic year (September – April) are eligible to submit projects for UROP students.

- In addition to getting help with their research, mentors have the opportunity to introduce new students to their field and serve as a model.

- Bright and enthusiastic students can also offer new perspectives and may help revitalize an ongoing project.

- Supplementary funding of $500 - $800 per project is available to cover student research and related expenses.

- A CTools site will be created for UROP mentors in the fall. It will include updated information throughout the year. You will get an email when you are added to this site.

New Mentors

- New mentor orientation will be held in September. Mentors will be notified by email.

- Additional resources for mentors:

UROP Projects

- Would you like help getting preliminary data, starting a new project, or with your on-going research or scholarly work?
  - Projects can be in any field from Architecture to Zoology.
  - Depending on your need, your UROP student(s) will work 6-12 hours a week during both the fall and winter semesters.

Finding UROP Students for Your Projects
Submit the short **on-line application** (available on our website). When writing your description, keep in mind that most UROP students are freshmen and sophomores who may not have prior research experience outside of the classroom. Applications open in April and should be submitted by **mid-August** to attract the largest pool of students. We will continue to accept projects after classes start in September, but there will be a smaller number of students looking for projects. Applications will be reviewed starting at the end of May and you will receive an email letting you know when your project is approved.

After classes start in September, interested **students will email you** to request an interview. You decide who you want to interview.

At the interview let the student know when you will make the **offer decision**. Students apply to many projects. If you offer the position to a student who has another interview scheduled, we ask that you let the student make the decision after that interview.

When you have selected your student or do not have any more interview openings, **contact the UROP office to close your project**.

Students should **begin working by the first weekday in October**.

**Student contract**

- When students accept an offer, they need to come to the URP office to pick up a **student contract** that you both complete. After turning in the contract to the UROP office, the student can start working on your project.
- Set up a regular **schedule** with days and times the student will work on your project and meet with you.
- You may authorize one person in addition to yourself to approve the student’s biweekly **timesheets**.

**Student’s first day working on your project**

- **Orient** your student to your project and the research team.
- **Clarify** your goals and expectations.
- Establish clear **communication**, e.g. if student has questions, should they schedule a meeting with you, drop-in during specified hours; if you email each other, what is the turnaround time to reply; if either of you needs to change the schedule because of conference or exams, how much lead time will you give.
- **Provide background readings** and other resources to help the student understand the overall purpose and scope of the project and how their work contributes to the overall project.
- Let your students know which **skill-building workshops** they should take.

**UROP Programs**
• **Traditional UROP**  
  o More than 1000 freshmen and sophomores

• **Changing Gears**  
  o 50 – 100 Community College transfer students

• **Research Scholars**  
  o 100 UROP students are accepted into this program to continue in UROP for a second year

• **MRC (Michigan Research Community)**  
  o 100 freshmen participate in UROP through this residential program  
  o MRC has its own staff, course requirements and April symposium. Their phone number is 734.936.6536.

**UROP Student Program Components**

• **Research/Scholarly work with the mentor**

• **UROP Peer Advisors**  
  Students are assigned to one of the UROP Peer Advisor (PA). PAs are upperclassmen and former UROP students. Students meet with their PAs on a regular basis during seminars and individual monthly meetings. The PA serves as a liaison between you and the student in case you have questions or issues.

• **Research Seminars**  
  Students attend mandatory seminars which are facilitated by the student’s PA. Topics covered include research methods, research responsibility and integrity, cutting edge research, reading the peer reviewed literature. There are 6–8 seminars each semester. If you or a member of your research team would be interested in speaking at a seminar please contact the office.

• **Skill-building Workshops**  
  To help students make active contributions to your work, UROP offers skill-building workshops including Library Research, SPSS, STATA, Matlab, GIS, Refworks, Animal Handling, and Keeping a Laboratory Notebook.

• **Spring Research Symposium**  
  Most students will present their research during one of the poster sessions in April.

**Additional University Resources that are not through UROP**

• **Writing skills - The Sweetland Center for Writing**  
  The Sweetland Center for Writing, a comprehensive writing center, exists to support student writing at all levels and in all forms and modes including one-on-one tutoring.  
  http://www.lsa.umich.edu/sweetland/

• **Data analysis - CSCAR**  
  The Center for Statistical Consultation and Research (CSCAR) provides support and training to University of Michigan researchers in a variety of areas relating to the management, collection, and analysis of data. CSCAR also supports the use of technical software and advanced computing in research.  
  Voice: (734) 764-7828 (4-STAT from a campus phone)  
  Fax: (734) 647-2440
Software programs - KNC
The Knowledge Navigation Center (KNC) in Harlan Hatcher Graduate Library provides assistance with many software programs. You may email them to schedule a one-on-one consultation (knc-info@umich.edu) or stop in during their hours. If you are looking for assistance with a software program not listed, email KNC and they may be able to help or refer you to another campus resource.

http://www.lib.umich.edu/knowledge-navigation-center
(734) 647-5836
knc-info@umich.edu

Skill-building workshops
These workshops are available to all undergraduates
http://ttc.iss.lsa.umich.edu/undergrad/sessions/upcoming/
UROP workshops are also listed on this site. Use search word “UROP”

University Library and Subject Librarians
http://guides.lib.umich.edu/content.php?pid=72281
http://guides.lib.umich.edu/index.php

Counseling, Support Groups and Mental Health Services for students - Counseling and Psychological Services (CAPS) is located in room 3100 of the Michigan Union. The phone number is (734) 764-8312
http://caps.umich.edu/