SPUR Orientation
May 25, 2022
Congratulations and welcome to SPUR!
Land Acknowledgement

The University of Utah has both historical and contemporary relationships with Indigenous peoples. Given that the Salt Lake Valley has always been a gathering place for Indigenous peoples, we acknowledge that this land, which is named for the Ute Tribe, is the traditional and ancestral homelands of the Shoshone, Paiute, Goshute, and Ute Tribes and is a crossroad for Indigenous peoples. The University of Utah recognizes the enduring relationships between many Indigenous peoples and their traditional homelands. We are grateful for the territory upon which we gather today; we respect Utah’s Indigenous peoples, the original stewards of this land; and we value the sovereign relationships that exist between tribal governments, state governments, and the federal government. Today, approximately 60,000 American Indian and Alaska Native peoples live in Utah. As a state institution, the University of Utah is committed to serving Native communities throughout Utah in partnership with Native Nations and our Urban Indian communities through research, education, and community outreach activities.
Agenda

• Learn about the OUR
• Announcements/Updates
• Introductions
• SPUR Conduct Expectations
• SPUR Policies
  • Program, Stipend, Attendance
• Mentor Expectations
• Campus Life & Life in Utah
• Other OUR Programs & Funding
Meet OUR Team

- **Annie Isabel Fukushima, Ph.D.**  
  Associate Dean, Undergraduate Studies  
  Director, OUR

- **Shiver**  
  Academic Program Manager  
  Education & Outreach

- **Megan Shannahan**  
  Academic Program Manager  
  National Grants & Partnerships

- **Cindy Greaves**  
  Program Manager  
  Utah Funds & Scholarships

- **Sandra Luo**  
  Advisor  
  Undergraduate Researchers

**SPUR Undergraduate Research Leader**
- Emi Wickens
- Students with research and OUR program experience
- Leaders hold office hours, present at OUR events, facilitate events with SPUR students, etc.
COVID-19 Information

• We are a mask friendly campus
• Those who still wish to wear masks are encouraged to do so, especially those at high risk of severe illness from COVID-19
• Masks are not required in indoor spaces on main campus, but are still required in all University of Utah Health facilities
• In addition, in order to keep the number of cases low members of the campus community are being asked to follow these protocols:
  • Test weekly for COVID-19, even if asymptomatic
  • Get vaccinated against COVID-19 and get a booster when eligible
  • If you test positive, or are unvaccinated and exposed to COVID-19 follow the 5-5-5 rule
• Up to date information: https://coronavirus.utah.edu/
• When in doubt about protocols in your research area, consult with mentor
Meeting Formats & Megan Out

• Bi-weekly meetings will be either hybrid or virtual on Zoom
• Some events in-person
• Format noted on calendar
• If anything changes, we will notify you
• Megan not on campus this summer and will be out on family leave starting in mid-July
• Point of contact will transition to Sandra!
Introductions

- Name (Preferred name is great! Share pronouns if you want to!)
- Institution
- Major
- Hometown/where you live when not at school
SPUR Conduct Expectations

- Commit to all aspects of the program
- Conduct yourself in a professional manner
- Be on time to all events (plan accordingly)
- Read and respond to correspondence from the OUR in a timely manner
- Obtain and maintain certifications as needed
Program Policies

• Spend 35-40 hours per week on research and other program-related activities for the entire duration of the program (May 25-August 4, 2022). You are not expected to work on University holidays (May 30, June 20, July 4, and July 25) and do not need to make those hours up (so you should expect to work a modified number of hours those weeks).

• **Attend all bi-weekly meetings.** These meetings will be held 9-10:30 AM on June 8, June 22, July 6, July 20, and August 3, 2022.
  • Topics include: learning to communicate your research to a non-specialist, communication within your research group, networking, reflecting

• **Attend grad school mini-expo** (June 23, 1-4:00 PM, on Zoom)

• **Meet with Megan individually** in middle of program (link to make appointment will be in Canvas)
Program Policies

- Attend ALL Summer 2022 Undergraduate Research Education Series (URES) events
  - Seminars and workshops on topics of interest, mostly Zoom some hybrid
  - Don’t forget to register!
- Topics:
  - How to Keep Up with Literature
  - How to Read a Research Article
  - Citation Management
  - Unsettling Settler Words, Images, and Ideas
  - Writing Abstracts
  - Public Speaking
  - Data Visualization & Research Posters
  - Anti-Blackness & Research in Higher Education
  - Reflection as Part of the Research Process
Program Policies

• Present your work (poster format) at the Summer Symposium (August 4, 2022).
  • More than 200 presenters
  • August 4, 2022, 9:00-12:00 PM
  • In-person at the Alumni House
  • Register by July 24, 2022

• Submit a one-page summary of your work or experience to the University of Utah Undergraduate Research Journal by August 2, 2022
  • Submit abstracts, narratives, etc.

• Complete a SPUR Final Report by August 4, 2022.
  • Reflects on both the research experience and participation in SPUR
  • Link to the Final Report is always available online
Attendance Policies

• You are expected to attend all required program events.

• Generally, you can miss up to 1 URES event and 1 bi-weekly meeting.
  
  • If you know you will not be able to attend something, tell Megan (or Sandra if Megan is gone) immediately so alternative arrangements may be made!

• After two missed events, you’ll need to meet with Megan (or Sandra if Megan is gone). You may be dismissed from the program and forfeit the rest of the SPUR stipend if too much time is missed.
Mentor Expectations

• Provide the student with a hands-on research experience that will require the student to spend 35-40 hours per week between research and program-related activities for the duration of the program

• Clearly discuss specific research and work expectations with the student at the beginning of the program

• Be honest and straightforward with the student about their work

• Ensure that the student is certified as needed for, e.g., Human Subject Research, Animal Research, Laboratory and other Environmental Health, HIPAA, etc.

• Support the student in completing all programmatic aspects of SPUR

• Participate in SPUR activities to the extent the mentor’s schedule allows (Summer Symposium)
Stipend Policies

• You will be hired as a temporary University of Utah Undergraduate Research Assistant to receive the SPUR stipend.

• You will be paid a **TAXABLE** stipend of $5,000 for between 35 and 40 hours of research and program-related activities per week from Wednesday, May 25 to Thursday, August 4. The SPUR stipend will be distributed in equal semimonthly installments.

• Don’t forget to set up direct deposit!

• Stipend schedule:
  • Tuesday, June 7
  • Tuesday, June 21
  • Thursday, July 7
  • Thursday, July 21
  • Friday, August 5
  • Friday, August 19
NO TIMECARDS

NO KRONOS

NO IN/OUT PUNCHES
Stipend Policies

• Details regarding expectations and/or requirements of the research will be negotiated between you and your faculty mentor.

• You will devise a schedule with your mentor to ensure you contribute the required number of hours to the program. This schedule will be in writing and signed by both you and your mentor.
As a SPUR participant, you are required to devise a schedule with your SPUR Mentor to ensure you contribute 35-40 hours per week to your research and program-related activities (with the exception of the first and last weeks of the program, and weeks that contain a holiday (May 30, July 4, July 25)). This schedule must be in writing and signed by both you and your SPUR Mentor. Your SPUR Mentor (or designee), who serves as your direct supervisor, will receive a monthly email from the OUR to confirm that you are progressing on your SPUR project as outlined in this schedule. You may be asked to produce this schedule as documentation if there is question about your progress. If you do not document this schedule or fail to meet the schedule, you may be dismissed from the program and forfeit the remainder of the SPUR stipend. We hope you find this worksheet helpful as you complete your SPUR Project!

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<tr>
<th>Week/Dates</th>
<th>Work to be Done</th>
<th># of Hours</th>
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<tbody>
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<td>May 25-27</td>
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<td>May 30-June 3</td>
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<td>June 6-10</td>
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<td>June 27-July 1</td>
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<td>July 4-8</td>
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<td>July 11-15</td>
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<td>July 18-22</td>
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<td>July 25-29</td>
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<td>August 1-4</td>
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Student Signature __________________________ Date __________

SPUR Mentor Signature ______________________ Date __________

Amendments to this schedule are possible. Please detail them below and initial/date as indicated. Attach additional pages for further amendments.

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<thead>
<tr>
<th>Date</th>
<th>Amendment Details</th>
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Stipend Policies

• You may be asked to produce this schedule as documentation if there is question about your progress.

• Your SPUR Mentor (or designee) who serves as your direct supervisor will receive a semimonthly email from the OUR to confirm that you are progressing on your SPUR Project as outlined in this schedule.

• If your SPUR Mentor (or designee) indicates issues with your work, you will receive official notice from the OUR along with a plan for remedying the issue and a timeline for doing so.

• If you fail to meet the expectations outlined in this notice, you will be dismissed from the program and forfeit the remainder of the SPUR stipend.
SPUR Policies

• If at any point you are unable to adhere to any SPUR policy, contact Megan (or Sandra if Megan is gone) immediately.

• Failure to meet SPUR Policies will result in a forfeiture of the SPUR stipend and dismissal from the program.
Resources Webpage

- our.utah.edu/spur/resources
- Useful resources all in one place
  - Canvas course
  - Calendar, schedule worksheet, symposium registration, etc.
  - Direct deposit, CIS, W-4, etc.
RESOURCES FOR CURRENT PARTICIPANTS

Congratulations and welcome to SPUR 2022! On this page, you will find upcoming deadlines, useful tools, and other resources to help you make the most out of your SPUR experience.

- **CANVAS**
  Access important information in the SPUR 2022 Canvas course.

- **SPUR CALENDAR**
  Full program schedule for SPUR 2022, including meetings and deadlines.

- **SPUR POLICIES**
  2022 Participant Agreement Policies & Mentor Expectations
Canvas Course

- [https://utah.instructure.com/courses/810739](https://utah.instructure.com/courses/810739)
- Can also get to from the resources page or through Canvas login tile in CIS
- Click link to access, enter uNID and CIS password
- Provides information before meetings and record of materials after meetings
- Organized by event dates/submission deadlines
  - Orientation through final report
Mentor-Mentee Agreements

• Establish expectations at beginning of experience
• Think of what you hope to get out of the experience
• You do not need to fill out this form, but you can use it as a conversation guide
Program Calendar

• Required and optional events
• Interaction with other programs
• Put events in your calendar now! (or however you keep track of these things)
Campus Resources

• Campus map: https://map.utah.edu/
• UTA (public transit): https://www.rideuta.com/
• Campus shuttles: https://www.uofubus.com/routes
• Library: https://lib.utah.edu/
• Computer labs
• Union: https://union.utah.edu/
• Bookstore: https://www.campusstore.utah.edu/utah/home
Life in Utah

• Outdoor adventures
• Summer activities in SLC
• Things unique to the U
SPUR Housing

- Welcome letter
- Take note of contact numbers
  - Summer Conferences Coordinator: Andrew Wilhelm, u1252578@utah.edu
- No alcohol is allowed, even if you are 21
Other OUR Programs & Funding for U Students
Undergraduate Research Opportunities Program (UROP)

Students conduct research with a faculty mentor

Requirements
• Submit a four to six page (double-spaced) proposal. If project is funded, earn a $1,200 stipend for 120 hours of work during one semester.
• Awarded students are eligible for second semester awards.

Deadlines
• Fall 2022: July 1, 2022
• Spring 2023: November 4, 2022

UROP Scholarships for Third Semester Funding
• A few $1,200 scholarships available for a third semester of funding or graduating seniors
• Eligibility and deadlines vary by semester

our.utah.edu/urop
https://our.utah.edu/special-urop-awards/
Travel & Small Grants

Students can apply for research grants to help support their work. Applicants must be working with a faculty mentor.

Travel Grants: $500.
For conference registration, airfare, lodging, mileage

Small Grants: $500
For research supplies, special training fees, other costs

Deadlines
Last day of the month. Applications reviewed on a monthly basis.

https://our.utah.edu/for-students/travel-small-grants/
Undergraduate Research Symposia

Students can present their research work to the University of Utah campus community!

Format
• OUR welcomes posters, talks, performances, and art installations.
• OUR hosts a spring, summer, and fall undergraduate research symposium.

Deadlines
• Summer Symposium: August 4, 2022
• Fall Virtual Symposium: December 2, 2022
• Spring Symposium: held on February 17, 2023, as part of Utah Conference on Undergraduate Research (UCUR)
Undergraduate Research Leaders

Students can work with OUR as Undergraduate Research Leaders!

Expectations

• URL $15/hr with an average of 5-10 hours per week.
• Outreach opportunities
• Student recruitment
• Peer advising
• Program development
• Small & Travel Grants peer-review
• Consultation to Undergraduate Studies leadership
• Projects such as data analysis and student-led initiatives!

https://our.utah.edu/about-our/undergraduate-research-leaders/
Undergraduate Research Scholar Designation

Appears on an academic transcript: “Undergraduate Research Scholar”

Requirements

• Two semesters of research with a mentor
• Present at an OUR Symposium
• Publish in the OUR Undergraduate Research Journal

Deadlines

• Last day of classes

https://our.utah.edu/for-students/undergraduate-research-scholar-designation-ursd-2/
What’s Next?

- Tomorrow: Opening Lunch, 12-1:00 PM, Crimson View in Union
- May 30: Memorial Day, University Closed!
- June 3: URES: How to Keep Up with Literature, 12:00-1:00, via Zoom (registration required)
- June 8: Bi-weekly meeting
  - Prepare “Elevator Sentences”
Stay Connected

Hours of operation
8:00am - 5:00pm, Monday – Friday
Sill 005

Virtual & Remote connection
our.utah.edu
our@utah.edu
(801) 581-8070

Stay up-to-date about OUR
Undergraduate researchers
ourstudents@lists.utah.edu