



Division for Diversity and Inclusion

SCHOLAR 2 SCHOLAR PROGRAM

Partnering Underrepresented Students with Opportunity and Education at Missouri State University

How to Prepare the Student Research Portfolio

Students participating in any aspect of the Missouri State University (MSU) S2S program are required to prepare a Research Portfolio. The portfolio is a record of the student's research experience and accomplishments that may not be obvious from an academic transcript alone.

Missouri State requires that all research involving human subjects in any way, regardless of the source of support funds, must first be reviewed by the Protection of Human Subjects Institutional Review Board (IRB). Information and resources can be accessed at <http://ora.missouristate.edu/IRB.htm>. Additionally, research involving animals must be reviewed by the Institutional Animal Care and Use Committee. Information and resources can be retrieved at <http://ora.missouristate.edu/IACUC.htm>.

Deadlines for Submission

The student research portfolio should be received in the Division for Diversity and Inclusion (DDI), Carrington Hall 302, by last official class day of each semester.

Portfolio Contents

The portfolio will be prepared as an electronic document that includes all required elements listed below:

Required Elements

1. Cover Page: including

Student's Name:

Student's Department of Record:

Student's Major (and Minor):

Graduation Date (month/year):

Faculty Research Mentor: (include Scholar2Scholar Faculty Mentors and other faculty research instructors as appropriate)

Faculty Member(s) Department:

Project or Portfolio Title:

Research Course (if applicable):

2. Table of Contents: place on a separate page

3. Abstract of Research Work: Summarize the research project(s) funded through the S2S program (2 pages maximum).

4. Research Report: A *typed* research report should summarize the S2S work experience. It may be a senior seminar or thesis paper in departments where this is required. The length can vary by discipline requirements. The format/style of this document is determined by the student's department and faculty research mentor. Be sure to include an abstract and references as appropriate.

5. Research and Career Report: Outline plans for graduate or professional study, career aspirations, and/or job expectations. Current employment can also be included. *The student should reflect on the S2S experience and how it impacted research and career plans* (3 pages maximum).

6. Presentation at a Campus-Sponsored Undergraduate Research Symposium (Showcase for Teaching and Learning, College or Department Forums/Presentations, etc.): Students are strongly encouraged to present their work at a research symposium or meeting. Provide evidence of participation (i.e., a copy of the abstract for the presentation, certificate of participation, or email acceptance) or attendance (i.e., program for the presentation) at a research event.

7. Acknowledgement of Research Credit Received from the S2S Experience: If the student received research credit, two pieces of evidence must be supplied: 1) An unofficial copy of the transcript that highlights courses representing the research work; 2) A letter from the faculty research mentor of record that briefly verifies the credits were earned for supervised research (see 9. below).

8. A Description of Sources of Support: All personal and external support must be documented. Forms of support student research include, but are not limited to, S2S funds, research scholarships and travel funds from any source, copies of publications, papers, programs, etc. Outline each source of support in a well-defined manner.

9. Letter from faculty research mentor: The mentor should provide a sponsor letter for the student research portfolio. The letter should address the following:

- a. A brief description of the project
- b. The student's research participation
- c. Comments that confirm the student's research course credits, if any, on the transcript, as required for the research portfolio
- d. Verification of student's attendance (or pending attendance) at a research symposium/meeting
- e. Any relevant material the mentor deems appropriate to the student's research experience

Optional Elements

1. Copies of journal publications (if any) authored by the student and/or faculty mentor

2. Any other material the student or faculty mentor deems relevant to the student's research participation as an undergraduate may be included in the portfolio.

Submission

Students will submit portfolios in electronic format to the DDI Office for each faculty or other research mentor involved in the project. This portfolio will be available to the faculty mentor's department and student's program department. The DDI Office automatically receives permission to publish the portfolio.

Contact for Submission

S2S portfolios should be submitted to the DDI Office, Carrington Hall, 302. For questions, please contact Dr. Adena Young-Jones, Diversity Fellow at AdenaYoung@missouristate.edu, or Ashley Raines, Executive Assistant at ARaines@missouristate.edu, phone 836-8815.