

NC STATE UNIVERSITY



Office of Undergraduate Research FWS Student Handbook

Table of Contents

1. What does it mean to do research?
2. How to apply
3. Enrollment Requirements
4. Professionalism
5. Schedules
 - 5.1. Hours
 - 5.2. Schedule setting
 - 5.3. Pay Periods
 - 5.4. Timesheets
6. Professional Development and Reflection Requirements

1. What does it mean to do Research?

*CUR defines **undergraduate research** as an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline. **Undergraduate research—a term that encompasses scholarship and creative activity**—is recognized as a high-impact educational practice that has the ability to capture student interest and create enthusiasm for and engagement in an area of study.¹*

Students will understand how knowledge is generated and disseminated through research, as well as the importance of research to society.

- ✓ Distinguish between personal beliefs and evidence
- ✓ Understand research methods used in a discipline
- ✓ Understand how knowledge is transmitted within a discipline, across disciplines, and to the public

Students will engage in the key elements of the research process and situate the concepts, practices, or results of research within a broader context.

2. How to Apply

- 2.1. Obtaining a FWS Office of Undergraduate Research (OUR) RA position is a competitive process, so an early start is essential to success. Students can begin or complete any stage of the process prior to the first day of classes.
- 2.2. Being provided with an FWS award does not guarantee an OUR RA position.
- 2.3. OUR job descriptions can be found on the MyPackPortal, and the link to the job opportunities can be found on the student services page.
- 2.4. Application Process
 - 2.4.1. [Visit the OUR website](#)
 - 2.4.2. Complete the online application. Please be prepared to include a required resume/CV and a recommended cover letter. Be as specific as possible when indicating your interests; this allows us to match mentors and students more effectively and efficiently.
 - 2.4.3. Once an application is received and reviewed, the OUR will send it out to possible faculty mentors. At that time, if the faculty mentor wishes to interview the student, the OUR will notify the student to contact the faculty member or vice versa to arrange an interview.
 - 2.4.4. If a student and mentor agree to begin working together, the following process takes place:
 - 2.4.4.1. Voucher sent by the OUR signed by the student and mentor via MyPackPortal
 - 2.4.4.2. Contract sent by OUR signed by the student and mentor via email and/or Moodle
 - 2.4.4.3. Both parties need to sign the documents before Scholarships and Financial Aid can process the award
 - 2.4.5. If a student and mentor do not agree to work together, the OUR will pair the student with another faculty mentor and the process begins again.
 - 2.4.6. There may be times when no mentors are available. The OUR cannot guarantee that a student will be paired with a mentor. Students who are not paired for the term in which they apply, are encouraged to apply again during the next available semester.

¹ https://www.cur.org/assets/1/23/COEUR_final.pdf

3. Enrollment Requirements

- 3.1. Enrolled undergraduate students are eligible to work as student employees. If you have graduated, you are not considered a current student and are not eligible for student employment.
- 3.2. Be enrolled at least part-time (6 credit hours per semester)
- 3.3. Must have a Federal Work Study Award. If you are unsure of your FWS eligibility, please contact Scholarships and Financial Aid.

4. Professionalism

- 4.1. RA's are representatives of the OUR
 - 4.1.1. The OUR projects a professional image, therefore, as an employee, you are expected to use professional behavior at all times. Inclusive of this is dressing appropriately and acting appropriately. If you are unsure about typical procedures, use your environment (other people in the work space) as a guide or ask your mentor.
 - 4.1.2. Work-study positions are jobs
 - 4.1.2.1. Your department and your supervisor are counting on you to be there at your scheduled time. If you are late and do not show up, it reflects poorly on you and your department. Consistent lateness or missing work is cause for termination.
 - 4.1.2.2. If an unexpected emergency arises, please contact your supervisor and/or mentor to make them aware as soon as you are able.
 - 4.1.2.3. During your scheduled hours, you are there to work on research, not other classwork. Mentors are aware that you are juggling an academic schedule with a work schedule. Therefore, making a schedule that will accommodate your academic schedule is of great importance.

5. Hours, Schedules, and Pay

5.1. Hours

- 5.1.1. Students may not work more than 20 combined hours per week from all University employment - including FWS and non-FWS positions.
- 5.1.2. Students may not work more than 8 hours in one day, and must take a 30 minute break when working 6 or more hours (clocking in/out).
- 5.1.3. Students may not work on days when the University is closed due to holidays, nor may students work during winter break between Fall and Spring semesters.

5.2. Schedule Setting

- 5.2.1. Students must arrange and adhere to a mutually agreeable work schedule with their supervisor.
- 5.2.2. The schedule must not interfere with the student's class schedule.
- 5.2.3. Notify your supervisor if you are unable to work.
- 5.2.4. All OUR RA positions will automatically end (terminate) the last Friday before finals begin each semester.

5.3. Pay Period

- 5.3.1. Students are paid on a bi-weekly pay cycle set by the University. Please note that the bi-weekly pay cycle is two weeks behind.
- 5.3.2. Students are required to use direct deposit for payroll - Scholarships and Financial Aid will contact you if these need to be set up.

5.3.3. OUR is NOT responsible for student paychecks. If there is a problem with your paycheck or direct deposit, please contact Student Payroll at 919-515-2139 or hrpayroll@ncsu.edu

5.4. Timesheet

5.4.1. Timesheets are completed through the online WolfTime system via the MyPackPortal.

5.4.1.1. Do not be surprised if you cannot access your WolfTime the first day. Sometimes it takes a few days for all paperwork to be processed. If you do not have access, please keep track of your hours manually and, at the end of the week, submit them to Brittany Valentine at bnvalent@ncsu.edu

5.4.2. Time reports need to be approved by your faculty supervisor by a specific deadline. It is the student's responsibility to notify OUR of any missed clock-in/clock out periods. Please email Brittany Valentine at bnvalent@ncsu.edu to submit your time.

5.4.3. Students who punch in for a time in excess of 20 hours will be notified of a reduction in hours.

5.4.4. Students should keep track of the remaining amount of their FWS award and the hours it may take to deplete it. Once the FWS award runs out, a) a student's mentor or department must pay overages, b) the student may be terminated, or c) the student can volunteer their time.

6. Professional Development and Reflection Requirements

6.1. In order to be in good FWS standing, students must complete some basic dissemination and reflection requirements.

6.2. Students are required to complete a brief, online Final Report Survey in which they will reflect on their research experience. The due date for this requirement will be the final semester of their FWS experience (for year-long students, this will be at the end of the Spring semester; for students who are only awarded one semester of FWS, this will be the end of that semester). A specific date will be provided by the OUR.

6.3. Students are required to complete 1 professional development experience **each semester** and submit a brief reflection within 3 weeks of the experience using the web-based form on the OUR website/Moodle. Students must attend one OUR-sponsored PD activity (i.e., an OUR seminar). Examples of other approved opportunities (e.g., department seminar/colloquia/defense, field conference, career development workshops and seminars, OUR workshops and seminars, etc.) will be available to all students on the FWS Moodle page. Additional opportunities are allowed after review and confirmation by the OUR. Additional requirements will be outlined on the FWS Moodle page.

6.4. Students are required to complete and oral/poster presentation on their work

6.4.1.1. Students must prepare a presentation **and** present at the annual Spring Undergraduate Research Symposium in April. Other field or state conferences are acceptable, but must be approved by the OUR.

6.4.1.2. Students must register themselves to present at the Symposium (or other event) by the deadline.