

Office of Diversity, Equity and Multicultural Affairs

MINORITY OPPORTUNITY RESEARCH EXPERIENCE

Connecting Underrepresented Students to Opportunity and Education at IU Northwest

How to Prepare the Student Research Portfolio

Students participating in any aspect of the IU Northwest MORE program are urged to prepare a Research Portfolio. The portfolio is a record of the student's research experience and accomplishments.

Deadlines for Submission

This portfolio is to be presented in the IU Northwest Office of Diversity, Equity and Multicultural Affairs (Hawthorn Hall room 234) by **May 1st for the Spring semester**, by **July 31st for the Summer** and by **December 1st for the Fall semester**.

Portfolio Contents

The portfolio may be prepared as an electronic document that includes all the required elements. It must be assembled in a way that permits ease of navigation. The document can be emailed to the Director of the ODEMA, delivered on a CD, or presented as a hard-copy (must be paginated and typed).

Do not include a social security number in any document included in the portfolio.

The portfolio must contain the following items:

Required Elements

1. Cover Page: including

Student's Name:

Student's Department of Record:

Student's Major (and Minor):

Graduation Date (month/year: month name/ _____)

Faculty Research Mentor: (include all relevant faculty research mentors who have supervised work represented in the portfolio)

Faculty Member's Department:

Project or Portfolio Title:

2. Table of Contents for the Portfolio – place on a separate page

3. Abstract of Research Work and Future Plans: *This section includes three sections:*

a. Brief summary of the research in which the student has participated over the course of his or her MORE experience.

b. A description of the structure of the research in which the student highlights how the research was conducted.

c. Future Career Plans which may include plans for graduate or professional study, school or programs to which the student has been accepted, career aspirations or job expectations as well as current employment. *The student should reflect on the impact his/her MORE experience may have had on research and career plans.*

4. Research Report: The *written* research project report. This may be a Senior Thesis in departments where this is required. The length is typically 10 – 20 pages. The form of this document is determined by the student's department and/or faculty research mentor. The document should be properly referenced as appropriate in the discipline. Abstract and references sections are not included in page count.

5. Attendance at a professional meeting in the student's research area is NOT required but encouraged: This element is typically documented by a letter from the student's faculty mentor certifying that the student has attended an outside professional meeting or other event relating to research in his or her discipline or area of interest. There also should be information included describing the meeting or event, the student's role at the event, the event's sponsor, its location and its date.

6. Presentation at a campus-sponsored undergraduate research symposium: Evidence will include a copy of the abstract for the presentation and a certificate of participation, *if* one was awarded at or after the symposium. Copies of these certificates will be kept by the student's academic unit in case they are lost by students and may be requested for portfolios. If certificates are not issued at a campus event the student may provide a different document such as an acceptance email for the abstract. Students should include a copy of the program for the symposium that indicates their participation.

7. Acknowledgement of any research credit received from the MORE experience: Two pieces of evidence must be supplied for this requirement: 1) An unofficial copy of the student's transcript that highlights the courses representing the research work; 2) A letter from the faculty research mentor of record that briefly verifies that the credits were earned for supervised research.

8. A description of sources of support, both personal and external, including MORE funds, research scholarships, travel funds from any source, etc., for the research (if any).

Optional Elements

- 1. Copies of journal publications (if any) authored by the student and abstracts (if any)** submitted by the student to present his or her research project in an outside professional meeting or other approved event.
- 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 may submit portfolios in written or electronic form but should prepare several copies to include one for ODEMA, which will not be returned, one for each faculty research mentor involved in the project and one for the department of record if they are interested. A student may prepare an electronic portfolio in PowerPoint form and hand it in on a CD. ODEMA may request permission to post the portfolio on its web site but will not post materials without written permission and only after allowing the removal of personal identifying materials (student id's for example), unpublished or other protected data, data collected without IRB studies (not for public distribution) or any other materials that authors do not want publicly displayed.

Contact for Submission Portfolios should be submitted to Kevin Bryant, ODEMA Administrative Assistant, IU Northwest Office of Diversity, Equity and Multicultural Affairs, Hawthorn Hall room 234, nwode@iun.edu, (219) 980-6596.