



## Summer 2025 Undergraduate Research Program Faculty Mentor Guidelines

### **Program Dates:**

This year's program will run from **May 13 – Aug 1, 2025**. Some projects may require planning or fieldwork outside these dates – please communicate with students about those needs during the interview process.

### **Student Pay:**

Student employees should be paid a minimum of \$15/hour with the expectation of working 20-40 hours/week (dependent on funding availability and project needs) for 12 weeks. Please work with the student hiring lead in your department to start the student hiring process for your student(s) at least 2 weeks in advance of the start date.

### **Project Funding:**

Mentors and students are encouraged to apply for supplemental funding if existing faculty research support will not cover activities (CANR URP, MSU internal funds, external grants, etc.). Please note the URP deadline this year is Sun, March 16, 2025. CMERC may also be able to provide in-kind support in the form of supply sharing, equipment usage, or assistance with research set up from the CMERC Facilities and Grounds Supervisor. Some limited direct funding is available from CMERC to cover student pay – please reach out to Jen Owen to discuss.

### **Student Recruitment:**

- We will use a [Shared Application](#) for students interested in conducting summer research at CMERC.
- We will share the application widely with the advising community and with other champions of CMERC so we can engage as many interested students as possible to apply (both within and outside of CANR).
- The application is open to students in any major at MSU, as long as they are enrolled for fall 2025.
- Confirmed mentors will have access to the applications in Qualtrics to review.
- The application due date is Friday, Feb 21, 2025. Students will be encouraged to apply early.
- In late February, mentors will meet as a team to review applications and determine preliminary placements. Mentors should meet with potential students to finalize positions by late March.

### **Weekly Team Meeting/Professional Development**

We will be looking for assistance from mentors this year on hosting team meetings and delivering professional development to the student cohort. Depending on the number of mentors, we appreciate each mentor taking the lead during 2 to 3 meetings during the summer (typically held on Tuesday afternoons from 1 PM to 2:30 PM).

- Mentors will facilitate an informal “Team Meeting” for ~ 30 minutes where students share out success, challenges, and needs of the past week.
- Mentors will either lead or coordinate an ~1-hour professional development activity. This can be based around your area of expertise (e.g., marsh walk, technique overview, research talk) or around a general PD topic (e.g., research ethics, presentation skills, career panel, etc.). Note: mentors can use formats and topics offered in previous years to minimize additional work.
- A meeting sign-up sheet will be circulated before the summer program begins.

**Questions? Please reach out to Center Director Jen Owen ([owenj@msu.edu](mailto:owenj@msu.edu)).**