

Freshman Fellowship Program

Faculty Handbook

2023-2024 Cohort





FRESHMAN FELLOWSHIP PROGRAM

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Freshman Fellowship Contacts

401 Cohodas Hall

Summer Hours: 7:30 A.M.-4:00 P.M., M-F

Academic Year Hours: 8:00 A.M.-5:00 P.M., M-F

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Welcome and Thank You

On behalf of the College of Graduate Studies and Research, thank you for serving as a mentor to a student in the Freshman Fellowship Program (FFP). Your work as a mentor and as a researcher provides NMU students with the rare opportunity to get involved in research and scholarship as a freshman. As a result, these students are poised to take on greater things each year building upon this experience!

The FFP began in 1995 as a pilot program with five fellows. Since then it has provided between 20-40 students each year with the opportunity to earn \$1,000 as an assistant to a faculty member in a research project. Program outcomes include high average cumulative GPA, and very high 3rd and 5th semester retention rates.

Since the program's inception, over 100 different NMU faculty members from every department on campus have served as FFP mentors. Student research projects have culminated in published works and presentations at national conferences. Additionally, participation in research as a freshman means students have more time to develop valuable skills to contribute to faculty projects.

Your work as a mentor to a freshman fellow counts as service toward promotion and tenure. It also allows you to be eligible for those external awards which require undergraduate researcher participation. The cohort of freshman fellows mentors on campus is broad and if you wish to hear more about the benefits and challenges associated with mentoring a freshman fellow, our office can put you in touch with one of your colleagues who can provide some insight.



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The following pages describe the Freshman Fellowship Program at NMU. How you choose to engage your fellow is open to wide interpretation. Undergraduate research "...includes scientific inquiry, creative activity, and scholarship, with a faculty mentor who provides guidance, and initiates the student into the methods of a discipline" (Kinkead 2003, p.6).

Students selected for the fellowship can earn up to \$1,000 by logging hours worked on a project determined by their faculty mentor. If the full \$1,000 is earned, the amount of time dedicated per week amounts to 3-4 hours spread over the academic year. Students need not log all hours with their mentor. Some work can be done on their own as determined by the mentor.

How the Program Works

Fellows Selection

The FFP accepts applications from October – February from students who are seniors in high school who have been admitted to NMU, have at least a 2.5 GPA, and demonstrate a set of developable skills for research and scholarly work. Selected fellows are notified by early March of their acceptance, contingent upon their being matched with a faculty mentor. Selected students are asked to notify the FFP of their intentions to attend NMU before faculty matches are made.

Faculty Mentor Matching

NMU faculty are approached by the FFP to mentor students based on matching determined by the FFP director, with input from department heads. Information from the students' application drives these suggested matches. This information includes the students' reported intended major, two areas of research interest, and an essay describing previous experiences and interests. Faculty are approached as potential mentors based on this information.

Faculty interested in mentoring a fellow should complete this survey ([Faculty Research Activity Survey](#)) so we can coordinate the best fit between mentees and mentors. In the fall



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semester, this survey will be sent out to campus to collect information on possible Freshman Fellowship research projects for the upcoming academic year.

Freshman Fellows Orientation

Matches are typically all made by the end of the winter semester. The FFP contacts fellows to find out when they will be on campus for freshman orientation and to put them in contact with their faculty mentor. It is suggested fellows reach out to their mentors prior to orientation to set up a meeting if possible. New fellows attend an FFP session at orientation to pick up tax and payroll documents and meet program staff.

Beginning the Semester

FFP students are instructed to turn in payroll and tax documents to the FFP office within the first week of the semester. They are also instructed to make contact with their faculty mentor within the first week to set up a regular weekly meeting time. All fellows and mentors will be invited to an informal FFP Program Orientation within the first two weeks of the semester to meet each other. You and your mentee can begin meeting immediately, but they must turn in their payroll and tax documents before they can be issued payment.

The Research Project

The project your student works on is determined by you. It is a good idea to meet with your students to learn about their interests and skills before making a final decision. Some faculty mentors allow the student to choose from a few different possible projects they have identified beforehand. Ideally, the project you select for your student should not add a great deal to your workload. Hopefully there is something your mentee can do to help move forward a project already underway. Student projects have ranged from creating digital flashcards for a cell and molecular biology class to creating a short film highlighting the research done in the Upper Michigan Brain Tumor Center along with other more “traditional” research projects. *Keep in mind that perhaps the greatest benefit of the fellowship for the student is having the opportunity to interact with you.*

Once the project is determined, the fellowship is largely administered by you. The student will have contact with the FFP office through timesheet submission and monthly



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meetings on professional development activities. The FFP office does not engage the students aside from these activities, although we are available for student questions and concerns at any time. We also welcome feedback from faculty mentors throughout the fellowship.

Research Presentation

All fellows are encouraged to present their research at NMU's Annual Celebration of Student Scholarship, held on campus in April each year. Students can present a poster, deliver an oral presentation, or submit an essay to share their work. The FFP has resources to pay for poster printing. We also provide instruction to fellows on how to write an abstract, create a poster, and deliver an oral presentation. Your guidance in all these areas is most helpful, however, and students are instructed to defer to your expertise in any cases of conflicting instructions.

Some student projects are accepted for presentations at conferences. The FFP has some funding available for travel in these cases. Please contact the FFP as soon as you have information about travel needs. Additional funding for travel can be requested through the student travel fund, from academic departments, and from college-level resources.

Program Evaluation and Documentation

During the fall semester, the FFP will send out a survey to get information on your current research project with your fellow. This survey will help us document what type of scholarly projects are being conducted and what needs we can provide the fellow and you. At the conclusion of the year, the FFP will request faculty feedback to help us improve our program and services. All faculty mentors will be sent documentation of service with a formal letter by the end of the fiscal year.