

Freshman Fellowship Program

Student Handbook

2023-2024 Cohort





FRESHMAN FELLOWSHIP PROGRAM

Student Handbook

2023-24 Cohort of Freshman Fellows

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2023-24 Cohort of Freshman Fellows 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

freshmanfellows@nmu.edu | <https://www.nmu.edu/freshmanfellows/>

Schedule your 1:1 using [this link](#).



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Hello & Welcome!

On behalf of the College of Graduate Studies and Research, welcome to the Freshman Fellowship Program. Students like yourselves, who are involved in a fellowship, have a remarkable opportunity to learn one-on-one from an NMU faculty member. Taking the time to get to know your faculty mentor, and for them to get to know you, will open doors to you within NMU and beyond.

The work you do will be determined by your faculty mentor. Projects vary widely by academic discipline and by faculty mentor. Keep in mind that things will most likely start slowly as your faculty member gets to know you, your strengths, and learns to trust you. Either way, the most important thing to remember is that what you get out of the fellowship is determined by what you put in.

You should expect to work around 3-4 hours per week. Your pay is \$10.10 an hour and your full award is \$1,000. Students submit their hours bi-weekly through Ultratime, NMU's timesheet reporting system. You will be reminded by the Freshman Fellows program admin when it is time to submit your hours, but you can also do this as you work. It doesn't all have to be submitted at once. **All NMU students are limited to 20 hours of on-campus work per week.** If you are working another job on campus, you will be limited to a total of 20 hours including freshman fellows and any other work hours.

The Freshman Fellowship Program includes one 1:1 meeting that is scheduled once a semester. This time is used for the students to bring up questions or concerns that they may be having during their time in the program. Students are also expected to attend all academic workshops. There are one to two academic workshops per semester. The other events are networking opportunities and fellows are encouraged to participate to learn from each other.



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Program History

The Freshman Fellowship Program was launched in the fall of 1995 under the leadership of Dr. Karen Reese, vice president for Student Affairs. The pilot program began in 1995 and had five fellows. The experience was to provide academically talented students with the opportunity to understand and practice research while working with a university professor on a research project. For their research efforts, students were paid a stipend of \$1,000 for the academic year. The Freshman Fellowship Program has grown over the years to serve well over 30 fellows. The Freshman Fellowship Program has resulted in better educated students and students who graduate and enter the world of work with a competitive advantage.

Because of the Freshman Fellowship Program, students in every academic field are making strides in research in their first year of college. Research has included working in Northern's Upper Michigan Brain Tumor Center on brain tumor research, developing resources for history teachers in Michigan, researching the benefits of Solar Water Disinfection in Honduras, writing code for research simulations, and more.

To learn more about research projects from prior years, visit our webpage dedicated to Research - <https://nmu.edu/freshmanfellows/research>.



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List of Fellows

A'Mariya Peterson	Biology	Dr. Jill Leonard
Aiden Gilbert	Forensic Anthropology	Dr. Jane Harris
Camryn Nugent	Clinical Science	Dr. Matt Jennings
Cassandra Davis	Clinical Science	Dr. Maryam Khaledi
Josephine Lesiecki	Psychological Science	Dr. Lin Fang
Kenzee DeFrenn	Nursing	Dr. Sarah Jennings
Kira Smith	Health & Human Performance	Dr. Lukus Klawitter
Laney Pestrue	Health & Human Performance	Dr. Matt Kilgas
Lars Anderson	Biology	Dr. Jill Leonard
Lola Rogano	Earth, Environmental & Geographical Science	Dr. Jelili Adebisi
Lucy Planica	Theatre and Dance	Dr. Van Blommestein
Megan Mansheim	Biology	Dr. Kurt Galbreath
Natalie Molnau	Health & Human Performance	Dr. Marguerite Moore
Paige Dolph	Psychological Science	Dr. Jon Barch
Samantha Holmes	Chemistry	Dr. Frankie McCormick
Tobias Morse	Political Science & Public Administration	Dr. Ruth Watry



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Freshman Fellowship Resources | Program Timeline

August 2023

- Fall Semester Begins/First Official Day of Class - August 28, 2023
- Orientation & Welcome Reception - August 31, 2023 - 3pm to 4:30pm - Founders Room, NC

September 2023

- New Hire Paperwork - Due September 8, 2023
- Submit Timesheets (if applicable) - September 4, 2023 (Pay Period 08/20-09/02)
- Submit Timesheets (if applicable) - September 18, 2023 (Pay Period 09/03-09/16)
- Submit Timesheets - October 2, 2023 (Pay Period 09/17-09/30)

October 2023

- Optional: Sugarloaf/510 Hike - October 12th, 2023 - 3pm to 5pm - meet in Cohodas parking lot
- Submit Timesheets - October 16, 2023 (Pay Period 10/01-10/14)
- Submit Timesheets - October 30, 2023 (Pay Period 10/15-10/28)

November 2023

- Academic Workshop - CV and Professionalism (Career Services) - November 2nd, 2023 - TBD
- Thanksgiving Break - November 18, 2023 to November 26, 2023
- Submit Timesheets - November 13, 2023 (Pay Period 10/29-11/11)
- Submit Timesheets - November 27, 2023 (Pay Period 11/12-11/25)

December 2023

- Last Official Day of Fall Semester - December 9, 2023
- Winter Break - December 10, 2023 to January 15, 2024
- Submit Timesheets - December 11, 2023 (Pay Period 11/26-12/9)
- Submit Timesheets - December 25, 2023 (Pay Period 12/10-12/23)

January 2024

- Martin Luther King Day Observance - Events throughout campus - January 15, 2024
- Winter Semester Begins - January 16, 2024
- Submit Timesheets (if applicable) - January 8, 2024 (Pay Period 12/24-01/06)
- Submit Timesheets (if applicable) - January 22, 2024 (Pay Period 01/07-01/20)

February 2024



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- Optional: Self Love Craft Time & Counseling - TBD
- Submit Timesheets - February 5, 2024 (Pay Period 01/21-02/03)
- Submit Timesheets - February 19, 2023 (Pay Period 02/04-02/17)

March 2024

- Academic Workshop - Celebration Prep/URFP - TBD
- Spring Break - March 2, 2024 to March 10, 2024
- Submit Timesheets - March 4, 2024 (Pay Period 02/18-03/02)
- Submit Timesheets - March 18, 2024 (Pay Period 03/03-03/16)
- Submit Timesheets - April 1, 2024 (Pay Period 03/17-03/30)

April 2024

- Celebration of Student Scholarship - Info to follow - TBD
- End of Year Party - Info to follow - TBD
- Exit Survey
- Last Official Day of Winter Semester - April 27, 2024
- Exam Week - April 29, 2024 to May 4, 2024
- Submit Timesheets - April 15, 2024 (Pay Period 03/21-04/13)
- Submit Timesheets - April 29, 2024 (Pay Period 04/14-04/27)

May 2024

- Submit Final Timesheet - May 13, 2024 (Pay Period 04/28-5/11)



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Freshman Fellowship Resources | Payroll Documentation

Here are the steps to complete in order to get set up in the payroll system. We are not able to compensate you for your time until this process has been completed. It is preferable for you to have completed these steps prior to our Orientation session.

1. You will receive an email (in your NMU email account) from hr@nmu.edu with instructions to complete Section 1 of the I-9 form electronically. (Screenshot below)
Once you have completed Section 1, within 3 business days, please arrange time to bring in the appropriate documentation to the Admin of Freshman Fellows. At this time, Section 2 of the I-9 will be filled out. This must be done in person and you must have original copies of your personal documents.



NORTHERN MICHIGAN UNIVERSITY

NMU is required by Federal law to hire only persons who are legally authorized to work in the United States. To comply with the law, all new employees and re-hires must complete Form I-9.

Section 1 of Form I-9 must be completed on or before the first day of work.

Please login and complete Section 1 of Form I-9 form here: https://hr1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/30e80a5fb7e14f26a9c9b7c13edafc2f0000000349/RMLNM

Section 2 of Form I-9 must be completed within three (3) business days of starting work. You must present unexpired original documentation that establishes your identity and employment authorization.

You can present either: Any one document from List A; or two documents, one from List B (identity) and one from List C (eligibility). Please see the list of acceptable forms of ID here: <https://www.uscis.gov/i-9-central/acceptable-documents>

Northern Michigan University Human Resources



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2. You will receive an additional email from hr@nmu.edu with instructions on how to complete the remaining documentation. (Screenshot below) Human Resources has created fillable PDF documents that students can complete and submit to the Admin of Freshman Fellows.



NORTHERN MICHIGAN UNIVERSITY

Welcome to Payroll!

You are receiving this e-mail because Northern Michigan University's Payroll department has received paperwork indicating that you are now a student employee of the University. If this is incorrect, please call NMU Payroll at (906) 227-1400.

Please read the following information *carefully* as it contains important information you need to know about NMU Payroll and outlines important actions you need to take:

1. NMU payroll is now 100% electronic with two convenient options - direct deposit to your bank account or a Visa pay card. You must choose one of these two options at least one week prior to your first paycheck.

Information on how to setup **Direct Deposit** via MyNMU can be found at <http://www.nmu.edu/hr/directdeposit>.

Information regarding the **Visa pay card** and the authorization form can be found at <http://www.nmu.edu/hr/paycard>.

Failure to choose one of the two options within 30 days of this e-mail indicates your consent to receiving your wages via the Visa pay card. If you do not make a selection at least one week prior to your first paycheck and before the 30 days has passed, a paper check will be mailed to your permanent home address.

2. You can find instructions, guidance, and examples of how to complete the **W-4 tax withholding** forms at <http://www.nmu.edu/hr/w4>. Student employees are advised to consult with the parents or tax advisor regarding what to claim on the W-4 forms. Failure to complete W-4 forms will result in the highest amounts being withheld from your check for federal and Michigan income taxes.

3. NMU has **bi-weekly pay periods** that begin on Sunday and end on the following Saturday. Payday is on a Thursday 12 days after the pay period ends. The payroll calendar can be found at www.nmu.edu/paydates to determine when your first paycheck will be issued.

4. Please be sure to visit our **Student Payroll webpage** which can be found at <http://www.nmu.edu/hr/studentpayroll>. The webpage includes instructions on how to view your pay stubs via MyNMU and also includes a page of frequently asked questions.

5. You will receive a **Form W-2 Wage and Tax Statement** no later than January 31 to be used in completing your annual tax returns. You should consult with your parents or a tax advisor to determine whether or not a federal, state, or local tax return needs to be filed. An e-mail will be sent in January notifying student employees that W-2s are available to be viewed and printed from MyNMU. Student employees who do not consent in MyNMU to receiving their W-2s in electronic format will have a paper copy mailed to their permanent home address in late January. More information about receiving your W-2 electronically can be found at <http://www.nmu.edu/hr/electronicW2>.

Please feel free to contact me at anytime at _____ or _____ if you have any questions or need further clarification.



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Freshman Fellowship Resources | Orientation

Freshman Fellowship Expectations

- Work 3-4 Hours per week
- Submit timesheet bi-weekly
- Attend all academic workshops
- Participate in the Celebration of Student Scholarship Event (if applicable)
- Schedule a 1:1 meeting per semester- link to schedule is [here](#)
- Professionalism
- Keep up with communications
- Ask for help
- Be respectful
- Have a good attitude

Mentor Expectations

- They are resources for you
- Tell them what you are interested in
- Ask questions
- They are not your boss but they are the principal investigator or the head of the project
- Be respectful to your mentor and everyone in the research team
- Keep them updated about your struggles - they are people too, they understand
- Plan a regular meeting time - talk about what support looks like to you

How to Submit Hours in UltraTime

1. UltraWeb can be accessed through a direct link when logging in to [MyNMU](#)
 - a. **If you are not connected through NMU internet, you will have to connect to the NMU VPN in order to log in hours.** [Follow this link](#) to download the VPN client or check to see if your computer already has it downloaded. The name of the



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program is Cisco Anyconnect. Then follow the instructions on the website to log in. Once you are connected to the VPN, you should be able to access UltraTime.

2. Pop-up blockers may cause issues when using ultratime. Please follow the instructions below to allow pop-ups from UltraWeb.
 - a. Click on Tools
 - b. Click on Pop-Up Blockers
 - c. Click on Pop-Up Blocker Settings
 - d. Type the following in the Address of Web Site to Allow: ultraweb.nmu.edu
 - e. Click on the Add Button or Hit Enter
3. Use the following formats to enter time:
 - a. Seven thirty pm would be: 730p or 7:30p or 1930
 - b. Nine am would be: 9a or 9:00a or 0900
4. Time worked should be entered into the gray section only and not the blue fields.
 - a. Follow the steps below to enter your time worked.
 - i. Click in the start column on the line for the day you had worked.
 - ii. Enter the start time using one of the formats above.
 - iii. Use the tab key to navigate to the stop column
 - iv. Enter the stop time using one of the formats above
 - v. Click on the Drop-Down Arrow in the Position column and select the appropriate position code
 - vi. Click APPLY to save the entry
5. If a mistake is made, your supervisor will have to log into UltraTime to correct the error.
6. Detailed instructions, with screenshots can be found [here](#).

How to Check Hours

1. Login to [MyNMU.edu](https://my.nmu.edu)
2. Go to the Student Services tab
3. Click on Main Menu (under Student Services)



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4. Click on Employee tab
5. Click on Pay Information
6. Click on Pay Stub
7. Select the appropriate year and click Display
8. The total of your Net Pay should tell you how much funds you have used



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Freshman Fellowship Resources | Research

The Research Project

The research project you work on is determined by your mentor. It is a good idea to meet with them to discuss your interests and skills before the final decision is made. Some faculty mentors allow the student to choose from a few different possible projects they have identified beforehand. Ideally, the project selected for you will 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 you is having the opportunity to interact with your mentor.

Once the project is determined, the fellowship is largely administered by your mentor. You will have contact with the Freshman Fellowship Program office through timesheet submission and monthly meetings on professional development activities. The Freshman Fellowship Program office does not engage the students aside from these activities, although we are available for student questions and concerns at any time.

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 Freshman Fellowship Program 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.



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If student projects are accepted for presentations at conferences, the Freshman Fellowship Program has some funding available for travel in these cases. Please contact us 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.

Supplies

Some funding is available to reimburse your faculty mentor's department for research supplies used in your research project. These funds can be requested at the end of the academic year via email to the Freshman Fellowship Program. We will review requests for reimbursement on a case by case basis.

Program Evaluation and Documentation

At the conclusion of the year, the Freshman Fellowship Program office will send you an exit survey and we welcome any constructive feedback!

Exit/Withdrawal/Transfer Process and Procedures

Freshman Fellows are matched with faculty members the program feels would give them exposure to the research process and help them walk away with tangible research skills. A student's participation in the program is also contingent on matching them with a faculty member who is willing to mentor a first-year student. In the event the match does not work for either the student or the faculty mentors, here are procedures to consider.

Reasons for Freshman Fellows wanting to exit the program or be transferred to another faculty mentor:



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- Student strongly feels they are not learning from the experience and feel the experience will not give them the skills they need to be successful in future research projects and or their career
- Student is unable to get along with faculty mentor and prolong mentorship will only result in a toxic and unproductive professional relationship
- Student is unable to commit to the time and labor required for them to be a successful member of the research team/project

In these instances, the student must contact the Freshman Fellowship Director for a conversation. A formal exit/transfer interview will be conducted and the conversation will be documented. The student will be required to write a letter of withdrawal from the faculty mentor's research team/project. The letter will address the date the student is withdrawing and discuss what responsibility they are leaving behind so other research members can pick up the project where they left off. If we can match the student with another faculty mentor, that step will be taken first, unless the student chooses to exit the program altogether. If we cannot find a new faculty mentor, the student will forfeit the rest of their Freshman Fellowship award and leave the program.

Reasons for Faculty Mentors wanting to withdraw a student from their research team/project:

- Student continues not to participate or contribute to the research team/project in a timely manner or at all
- Even after multiple mentorship sessions, student lacks follow through and the skills needed to carry out their responsibilities in a research team/project

In these instances, the Faculty mentor should contact the Freshman Fellowship Director for a conversation. The conversation will be documented. Together the director and faculty mentor will decide on what is the best next step. If a student has violated specific codes of research, such as violation of confidentiality and privacy of information, the student will be



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removed from the research immediately. Further consequences will be determined by the student code of conduct or the IRB office.