All About Finding Undergraduate Research & Creative Endeavor Opportunities
SOURCE

Purpose

To assist and prepare students to engage in research and creative endeavors, and to guide and, where appropriate, to supplement institutional, departmental, and divisional work with this effort.
Session Outline

Terminology
Resources For Students
Getting Started:
  Why, When, Qualities Needed, Compensation
How? Finding Undergraduate Research –
  Communicating with Faculty
Terminology

Faculty Mentors; Project Mentors, Project Advisors
Primary Investigators
Graduate Student & Post Doctoral Advisors
Research Staff
Layered Mentoring

At CWRU - Professors, Associate Professors, Assistant Professors
At CC – STAFF
Capstones
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Resources for Students

Assistance in Finding Opportunities
   Academic Year     Summer – here, around the country and abroad

Intersections: SOURCE Symposium & Poster Session
   December 4 (Virtual) and May 2021

Funding
   SOURCE Travel Funding          SOURCE Summer Funding
   Other Funding Opportunities

Educational Information Sessions
   Responsible Conduct of Research       How To Make a Poster
   How To Present Research            And Many More!

Research Student Groups: Discussions and the Undergraduate Research Society
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Process for Finding Research

Your Interests
Identifying Opportunities
Communicating with Mentors and Programs
Discussing Research
Beginning Research
Getting Started

Why

When

Qualities Needed

Compensation
Why

Case IS a research intensive university with a culture of undergraduate research

Preparation for Present and Future Goals

- Explore a college major
- Prepare for Senior Capstone
- Prepare for Graduate School (and Application)
- Enhance a Professional School Application
Why

Professional Skill Development

Build a professional network and establish mentoring relationships

Develop outstanding thinking and problem-solving skills

Enhance valuable workplace skills, such as verbal and written communication, teamwork, and adaptability

It is fun
Considerations

When
Available Time
Volunteer/For Pay/Academic Credit

Summer: On or Off Campus
How To Find A Position

Many Ways!
How To Find A Position

What are your research interests?
How To Find A Position - Semester, Summer

First Steps

Learn Who is Doing What
Connections with Faculty, Staff, and Friends
Consider Lab Assistant Positions (Handshake – student employment)
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How To Find A Position - Semester, Summer

Explore the SOURCE Website, including The Opportunity List

SOURCE Website Links to ALL Faculty Research Profiles!

Review websites of all possible departments

Keep many doors open at the same time
How To Find A Position - Beyond CWRU

The SOURCE Website provides info about positions on- and off-campus, around the country, and internationally!

Awareness of program deadlines:
Most summer program deadlines are in January and February

Conduct a thorough web search during winter break

Give letter writers adequate time
(minimum of 2 weeks)

Keep many doors open at the same time
How To Find A Position - At a Particular University

Looking for summer research at a particular university (not CWRU)?

Search the faculty research profiles and contact specific people (just as you would at CWRU during the academic year)

Review the undergraduate research office position openings for summer programs opportunities

Review the departments’ websites for summer positions and programs
Making The Initial Contact

Must Be Brief
Most Important: Know About the Research
Express Interest in Learning About the Research
Discuss the Number of Hours per Week
Discuss Compensation Expectations
(mostly volunteer at first but work-study)
Must Be Succinct: Attach A Resume
Ask for a Meeting
Dear Professor Last Name,

General line/greeting.

2 sentences about who you are/classification/major

If you read their position announcement on the opportunity page/someone referred you/say so.
Share that you read their research profile and provide information about your interest in their work (being specific)/ desire to learn more/etc.

Provide information about how many hours per week you are available; volunteer/paid – work-study?/course credit

Desire to meet with them to discuss how you can be part of their team.

Best Wishes,
First Last
Greetings Dr. Mizutani,

I hope your summer has been going well! My name is First Last and I am a rising sophomore at Case Western planning to major in nutritional biochemistry. I'm currently a volunteer at University Hospitals for Rainbow Babies and am also interested in finding a research position for the fall semester. I noticed that the research you are conducting regards gene expression and have been drawn to your studies because I want to be involved in the field of developmental biology and genetics.

Your research involving the Drosophila melanogaster is particularly interesting because I have recently learned about this organism in Biology lab and have also been learning about gene expression and it would be exciting to apply what I've been learning in class to this field of study. Since this type of investigation concerns important aspects of biology and its future, it would be exciting to be a part of your investigations.

If you are looking for any undergraduates to assist you with your research, I would greatly appreciate it if you considered me as a candidate. While I am very willing to volunteer, I have a work-study award, so I would prefer to be paid if at all possible. I am eager to be part of a research team where I can learn and be involved in a topic that intrigues me. I am able to work up to 8 hours a week, but if need be I can find time to work more. I have also attached my résumé. Thank you for your time.

Best Wishes,
First Last
Interview/Meeting

Be On Time!
Business Casual
Shake Hands & Introduce Self
Be Prepared: Know About the Research
Share Your Desire (and enthusiasm) For the Work

Make sure you know where you are going!

Choosing an Opportunity

Accepting and Declining Opportunities
Office/Staff Information

Post Graduate Planning and Experiential Learning

Appointments Can Be Made Through Handshake
Sears (Library) 229

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Thank You!

Questions?