

**The Tulsa Undergraduate Research Program:
A Handbook of Governance, Policies, and Procedures**

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Table of Contents:

- I. Introduction: TURC's mission, p. 3
- II. Governance, p. 4
- III. Funding, p. 6
- IV. The TURC Experience, p. 7
- V. Community Service, p. 9
- VI. Research Compliance and Intellectual Property, p. 10
- VII. Expectations of TURC Mentors, p. 12
- VIII. Expectations of TURC Scholars, p. 13
- IX. The Application and Selection Process, p. 15
 - A. TURC Team Projects, p. 15
 - B. Student-Led TURC Projects, p. 16
- X. TURC Courses, p. 17
 - A. 0-Credit Courses, p. 17
 - B. For-Credit Courses, p. 17
 - C. Applications for Courses for Credit, p. 18
- XI. The Outstanding Mentor Award and Selection Process, p. 19
- XII. Special Programs, p. 20
 - A. TURC-TCC, p. 20
 - B. TURC-Global, p. 21
 - C. True Blue TURC, p. 22
 - D. TURC Junior Scholars, p. 23
- XIII. Annual Calendar for the TURC Program, p. 24
- XIV. Appendices, p. 26
 - A. Faculty proposal to lead TURC Team Project, p. 26
 - B. What distinguishes a TURC Team Project from an independent study or senior thesis? Some unofficial guidelines, p. 30
 - C. Nomination form for Outstanding TURC Mentor Award, p. 31
 - D. Student Learning Outcomes, sample syllabus, and evaluation form for TURC 3000-4, p. 32
 - E. Student Learning Outcomes, sample syllabus, and evaluation form for TURC 4000-4, p. 38

I. Introduction: TURC's Mission

Since it was launched in 1992, the Tulsa Undergraduate Research Challenge has made the University of Tulsa a national leader in advanced undergraduate research. TURC provides opportunities and multiple forms of support for undergraduates at the University of Tulsa to engage in intensive, purposeful research and creative endeavor.

TURC follows the definition of research used by the Council of Undergraduate Research (CUR), of which TU is a member: "A mentored investigation or creative inquiry conducted by undergraduates that seeks to make a scholarly or artistic contribution to knowledge." The TURC experience varies a great deal according to discipline, but it always involves focused inquiry under the guidance of a faculty mentor, with the goal of making measurable contributions to a project that has tangible, real-world impact.

TURC is energized by a dedication to community, both on and off-campus, both local and global. Through their involvement in this program, students are welcomed into a community of shared endeavor, as members of research teams and as participants in a campus-wide cohort of intellectually ambitious students and faculty eager to bring their knowledge and skills to bear on societal needs. Even as they commit to substantive community-service projects, TURC Scholars are introduced at an early stage of their education to the international communities of scholars in their chosen disciplines, through engagement in global research teams, conferences, and TU research exchanges.

TURC Scholars learn by *doing*. Even as they immerse themselves in their disciplines, advancing knowledge and creative endeavor through their implementation of the latest methods and ideas in their fields, TURC Scholars hone their skills in teamwork, project management, artistic or scientific experimentation, grant applications, and public presentations of their work. TURC thus provides an optimal launching pad for applications to elite graduate programs, nationally competitive scholarships, and coveted internships in industry. Even more, through its commitment to research and community, TURC prepares its Scholars to be the future's leaders in government, academia, and industry.

II. Governance

As of 2023, TURC is housed within the Office of the Provost.

The TURC Faculty Fellow (TFF) administers the TURC program and reports to the Vice Provost.

The responsibilities of the TURC Faculty Fellow include:

- promoting the TURC program and recruiting students from across the university to participate;
- finding and supporting faculty mentors for TURC students;
- managing events related to the program;
- developing plans to increase the success of the TURC program;
- managing the “Junior TURC” program for high school students.

College TURC Committees

College faculty have the option of forming their own committees to oversee admissions. When colleges do form their own committees, the TURC Faculty Fellow will send all applications from students in that college to the relevant committee and request responses within 10 business days.

Student Advisory Council

The TURC SAC is charged with advising the TFF on TURC planning, facilitating communications and publicity regarding TURC deadlines, opportunities, and events, and ensuring that TURC programming proceeds with awareness of the interests and needs of undergraduate students across all colleges and fields at TU. The SAC may assist with planning for TURC events including the Summer Research Showcase and the Spring Research Colloquium’s TURC Day. They may also act as informal ombudspersons, conveying concerns voiced by other students to the TFF.

The TURC SAC will have one Delegate from every undergraduate college and a Liaison from the Undergraduate Research Association. Appointments for the 2023-24 academic year will be made in October, 2023. Starting with the 2024-25 academic year, annual appointment will be from mid-May to mid-April. Ideally, appointments for the next academic year will be announced at TURC Day. All Delegates should have experience as TURC Scholars or be TURC Scholars during the year of their appointment, and they should be undergraduates at TU for the tenure of their appointment to the Council.

The Council will meet with the TFF at least once a semester. Delegates are required to have availability in their schedule for a meeting at noon on Wednesdays or Fridays during the semester and they should be responsive to email communications to and among the Council.

Faculty Advisory Council

The TURC FAC is charged with advising the TFF on TURC planning, facilitating communications and publicity regarding TURC deadlines, opportunities, and events, and ensuring that TURC

programming proceeds with awareness of the interests and needs of faculty and students across all colleges and fields at TU. They may also act as informal ombudspersons, conveying concerns voiced by faculty in their college to the TFF. The FAC delegates will serve for one-year renewable terms and will meet with the TFF at least once a year.

III. Funding

Funding for the TURC program includes the following endowments, along with many annual gifts from TU alumni and supporters:

The Adelson Family Endowment for Arts and Sciences (TURC)

Annual earnings of the Adelson Family Endowment for Arts and Sciences support such things as scholarships and/or stipends for outstanding undergraduate students engaged in research, stipends for outstanding faculty committed to undergraduate research, and programs that combine those elements. The endowment proceeds are used at the discretion of the President of TU but will be directed to programs like the current TURC.

Adelson Family Endowment for Engineering and Natural Sciences (TURC)

Annual earnings of the Adelson Family Endowment for College of Engineering and Natural Sciences will be used to support excellence in undergraduate research, including but not limit to scholarships and/or stipends for outstanding undergraduate students engaged in research, stipends for outstanding faculty committed to undergraduate research, and support of programs that combine those elements. Use of the endowment proceeds will be at the discretion of the President, but will be directed to programs like the current TURC.

Ed and Gloria McFarland Endowment for TURC

Annually distributed earnings of this endowed fund shall support activities associated with the Tulsa Undergraduate Research Challenge, including, but not limited to, research projects, student recruitment, and scholarships.

John A. Bailey/Sinclair Oil Corporation Endowment Fund for TURC

Annually distributed earnings of this endowed fund shall support activities associated with the Tulsa Undergraduate Research Challenge, including, but not limited to, research projects, student recruitment, and scholarships.

Keith and Pat Bailey Endowment for TURC

Annual earnings of the Keith and Pat Bailey Endowment for TURC provide support for the Tulsa Undergraduate Research Challenge (TURC).

IV. The TURC Experience

Intensive, mentored research and creative endeavor are at the heart of the TURC experience.

Through close work with a faculty mentor, either as part of a larger team or in 1-on-1 partnership, students in this program have the opportunity to become fully participating members of their chosen field at an early stage of their education. TURC Scholars learn research methods or creative practice by *doing*. With the guidance of faculty mentors, they conduct original and intellectually significant research within their various disciplines. They present papers at national conferences, write articles with their co-investigators that are published in academic journals, give exhibits and performances for creative work, and initiate service projects with a broad and meaningful impact on the community.

Over the three decades of this program's existence, many TURC Scholars have moved on from the program to be offered prestigious internships, win nationally competitive fellowships, earn advanced degrees in elite graduate programs, or pursue exciting, successful careers in academia, government, and industry.

How TURC works:

If they are admitted to the program, TURC Scholars commit to a summer of intensive research or to sustained research over the academic year. Unless they are enrolled in TURC course credits (which will become available in 2024, subject to UCC approval), TURC Scholars receive a stipend to provide them with financial support for the duration of their project. Both funded and for-credit TURC Scholars are expected to complete a meaningful community service commitment during the duration of their TURC participation.

TURC Scholars also have opportunities to attend workshops and seminars on topics including research ethics, writing grant applications, preparing for creative and research presentations, and exploring research-intensive careers. These events prepare TURC Scholars for a range of exciting opportunities while also connecting them with a larger campus-wide community of intellectually ambitious students across all disciplines.

Stipends:

TURC Scholars awarded stipends for projects in the summer of 2024 will receive \$3000. This stipend should correlate with 200 hours of research, at a rate of \$15 per hour. Stipends will be distributed in two payments of \$1500 each, the first at the beginning of the summer and the second at the mid-point.

TURC Scholars awarded stipends for projects during the 2024-25 academic year will receive \$2000. This stipend should correlate with 132 hours of research (66.7 per semester, or 4.7 hours per week for 14 weeks), at a rate of \$15 per hour. Stipends will be distributed in two payments of \$1000 each, the first at the beginning of the Fall 2024 semester and the second at the beginning of the Spring 2025 semester.

Non-Stipendiary TURC Scholars:

Faculty Mentors employing undergraduate students on graduate or other faculty-controlled funding may apply to the TFF to sponsor students as Non-Stipendiary TURC Scholars. Non-Stipendiary Scholars are full participants in TURC, with the same commitments of research and community service hours, and they are required to receive at least \$3000 for summer and \$2000 for academic year participation. They should submit an application to TURC as other students do. They may list themselves on their *curricula vitae* or resumes as TURC Scholars and enjoy the same benefits of participation in the program. The only difference in their status is that their funding comes directly from other sources.

Depending on the sources of their funding, non-stipendiary TURC Scholars may have additional requirements to meet, such as U.S. citizenship, or they may have additional restrictions on their activities, such as publication of proprietary knowledge. Faculty wishing to fund Non-Stipendiary TURC Scholars should communicate in advance with the ORSP (Office of Research and Sponsored Programs) and the TFF regarding additional requirements or restrictions before agreeing to sponsor applicants to TURC.

Summer Housing:

Starting in 2024, TURC Scholars qualify for a 50% discount on campus housing during the summer, if their TURC research takes place during the summer. This concession is subject to availability of summer housing, and the default option will be double occupancy in a residence hall, with discounts applicable only to the double occupancy rate. Summer TURC Scholars who apply for the summer housing discount, and who are committed to living in a campus apartment in the Fall semester following that summer, will be expected to live in that same apartment during the summer.

Prospective TURC Scholars for Summer 2024 are required to indicate on their applications whether they will be seeking this discount and if they already live on campus.

TURC Scholars should be aware that campus dining options for the summer will be limited.

V. Community Service

TURC is not an isolated haven for esoteric research, but an active, engaged community of scholars, artists, and future leaders.

A fundamental precept of the TURC program, since its founding, is that all TURC students have an obligation to have a substantive and positive impact on the places where they live and other people, especially those in need. Just as the research projects prepare students to be top contributors to their fields, so also do their service projects prepare them to be life-long contributing citizens to both local and global communities.

Some Professors leading TURC Research Teams organize group projects. Otherwise, TURC Scholars participate in service projects of their choosing. They should submit a plan for their community service when they are applying to the program. Applicants are encouraged to consult with the Office of Civic Engagement's EngageTU directory for service opportunities, and they will be required to log their hours of service on the Engage TU web site. By May of 2024, the Office of Civic Engagement will create a sub-group where TURC Scholars should log their service. Except for the Faculty-led service projects, all community service should be to a registered 501(c)3 nonprofit organization or to an opportunity listed on the EngageTU directory. If applicants wish to pursue a community service project outside these bounds, they may apply to their Mentor and to the TFF for a waiver, if they can explain how this work constitutes meaningful service.

The community service commitment should equal at least 10% of the TURC Scholar's research commitment but be an addition to that research commitment. So, if a TURC Scholar is receiving a stipend for 200 hours of research during the summer, they should commit an additional 20 hours to community service. TURC Scholars receiving course credit should commit to 10 hours of community service for every hour of course credit they receive. Community service commitments should be completed during the time when Scholars are receiving stipends or course credits for their TURC Projects.

True Blue TURC Scholars are not required to have a separate community service commitment, because their community service is added to their time on their TURC project.

TURC Global Scholars may pursue community service while they are abroad, or they may defer their community service commitment until their return to Tulsa. They should submit a separate summary of their community service to the TFF within six months of their return from abroad.

TURC Scholars may count the same community service commitments to TURC and to the Honors College or other academic programs at TU, as long as they are not earning course credit for that service. They may not double-count service commitments to TURC and to non-academic programs such as fraternities or sororities.

VI. Research Compliance and Intellectual Property

Research Integrity, Compliance, and Certification

As with all research pursued at the University of Tulsa, TURC projects involving work with human subjects, live vertebrate animals, or recombinant DNA require approval and training. The Research Compliance Office, which is housed in the Office of Research and Sponsored Programs (ORSP), is responsible for assisting faculty, staff and students in complying with federal and state regulatory requirements for sponsored and unsponsored research and with the associated university policies. This office provides information and guidance in areas such as biosafety, animal use and care, human subjects research, conflict of interest, export controls, scientific misconduct, and responsible conduct in research. TURC Mentors, TURC Scholars, and applicants to TURC should contact the Research Compliance Office with any questions regarding potential compliance issues for their projects: researchcompliance@utulsa.edu, 918-631-3310.

Faculty Mentors for TURC Team projects are responsible for applying for approval from the Office of Research and Sponsored Programs for those projects, and making sure that TURC Scholars on their projects complete the required training. If students receive approval for TURC course credit or stipend funding for Student-Led projects, and their projects involve any areas of relevance to compliance with any safety or ethical regulations, they are required to apply to the ORSP for approval **within one week of their notification** that TURC has accepted their application. They should send copies of their application and approval to the TFF. Mentors should guide their students through the process of applying for approval for Student-Led TURC Projects. **TURC Scholars may not begin research on any TURC projects until those projects have received any required approvals and they have completed any required training.**

Specific Compliance Procedures:

Human Subjects:

Research involving the use of human subjects requires TU Institutional Review Board (IRB) approval. IRB review/approval is necessary for any human subjects research including (but not limited to) surveys (either paper or via the Internet), interviews, sports or medical procedures, and the use of existing data identifiable to specific individuals. The application forms and instructions can be found by clicking [here](#) for “IRB Protection of Human Subjects.”

Live Vertebrate Animals:

Research involving the use of live vertebrate animals, requires approval by the Institutional Animal Care and Use Committee (IACUC). More information about the approval process and an application form can be found on the IACUC website by clicking [here](#).

Recombinant DNA:

Research involving the use of recombinant DNA or synthetic nucleic acid molecules may require Institutional Biosafety Committee (IBC) or other review and approval. Please contact Mohamed Fakhr at (918) 631-2197 or [via email](#) to determine if IBC or other approval is necessary prior to submitting the proposal. The Department Chair must sign indicating that the proposal has been reviewed for these biosafety considerations. View more on the IBC [here](#).

TURC Application Requirements Relating to Research Compliance:

It is best if all applications to the TURC Program — both Faculty proposals to lead TURC Team Projects and student applications for funding for Student-Led TURC projects — already have approval from whatever boards and review committees are required by the nature of the projects' research. **If IRB, IACUC, and/or IBC approvals have been obtained, the approval letters with assigned protocol numbers should be attached to the applications. At a minimum, applications for relevant approvals should be submitted to the relevant boards and committees by the time one applies for TURC funding.**

Chemicals:

Students and faculty working with chemicals must complete a Laboratory Standard Training Session once every three years while at The University of Tulsa. Training is available through Harvey; for access contact the chairperson of the TURC Mentor's department.

Intellectual Property

While students usually own the intellectual property resulting from their coursework and other educational activity, some TURC projects may require that students assign to the university the rights to their intellectual property resulting from their research.

VII. Expectations of TURC Mentors

Any member of the University of Tulsa's Resident Faculty (as defined by I.D.1.a. in the "Statement on Academic Freedom, Responsibility, and Tenure," aka "The Blue Book") is eligible to be a TURC Mentor. Visiting Faculty, Postdoctoral Fellows, Adjunct Instructors, and Staff are not eligible. In special circumstances, TU Employees who are not Resident Faculty and wish to propose a TURC Project may apply to the TURC Faculty Fellow for a waiver from this rule.

TURC Mentors should be involved directly and actively in the supervision of their TURC Scholars' research. The purview of TURC mentoring should include the project itself, the methodologies of the relevant field, and a presentation of the project's outcomes. This mentoring also, however, should involve what it means to pursue a life of research, inquiry, and/or creative endeavor, and to do so with commitment to the highest ethics. TURC Mentors ultimately are dedicated to helping TURC Scholars become valuable contributors to their profession and to their larger community.

Graduate Assistants, Postdoctoral Researchers, and other persons working under the TURC Mentor's supervision may be involved in some aspects of the TURC Scholar's mentoring, but this involvement should buttress the Mentor's central, active role in advising the Scholar and working directly with them on their research. As a rough measure of involvement, for every ten hours of research that a TURC Scholar is pursuing, the Mentor should be spending at least one hour working directly with the Scholar.

It is the responsibility of the Mentor to make sure that TURC projects they are overseeing meet federal and other compliance requirements, and that TURC students under their supervision receive required training for research on human subjects, safe handling of chemical substances, animal research, and any other ethical or safety matters. TURC Team projects should apply for approval from the Office of Research and Sponsored Programs before those projects are announced to students. Mentors should guide their students through the process of applying for approval for Student-Led TURC Projects. Mentors are responsible for ensuring that TURC Scholars under their supervision sign forms assigning their intellectual property to the university in cases where patents, funding sources, or other factors require that they do so.

It is the responsibility of the Mentor to provide the TURC Scholar with careful directions regarding their responsibilities, to offer encouragement along with constructive feedback, and to offer a robust research experience that facilitates students' intellectual growth. Starting in Summer 2024, TURC Mentors are required to submit an evaluation form for every TURC Scholar. Mentors are not to expect a TURC Scholar to exceed the number of research hours specified on the award letter, unless they provide additional funding from a separate source.

When shortcomings or weaknesses in TURC Scholars' performance are identified, the Mentor will advise the TURC Scholar and make recommendations for improvement, sending a summary of those recommendations to the TFF.

Starting in the summer of 2023, TURC Mentors will receive a \$500 stipend payment from the TURC program, if their Collegiate Dean matches this stipend. The match may take the form of a stipend payment or research support. Only one stipend is available per mentor, regardless of how many Scholars are working under the direction of the Mentor.

VIII. Expectations of TURC Scholars

The most important qualities of TURC Scholars are their intellectual ambition and curiosity, their activist approach to their own education, their desire to make positive contributions to their communities, and their ability to see projects through to completion. TURC Scholars should be high-achieving students with solid academic records, but their excellence transcends high test scores and grades, motivating them to go outside traditional classroom settings and learn by doing. TURC Scholars exhibit creativity, patience, and resilience as they work both alone and with others on projects that have tangible, real-world impact, while they immerse themselves in the methodologies, practices, and ethical standards of a discipline.

TURC Scholars additionally are expected to:

- Complete the number of research hours to which their stipend or course credit commits them;
- Communicate clearly and often with their Mentor, providing updates on their project and seeking help when they encounter problems or have questions;
- Keep and turn in a weekly summary of hours spent on their project;
- Turn in interim reports and final reports on their work;
- Fulfill their community service requirement by the completion of their TURC project.
- Attend an information session or meeting with the Director of National Fellowships and include in their final report a plan to apply for at least one nationally competitive opportunity (e.g. Fulbright, Rhodes, Marshall, Truman, Goldwater, Teach for America, Peace Corps) by the end of their senior year;
- Give a public presentation on their project's outcomes (through a talk or poster). For Summer Scholars, the presentation should take place at least by the following April (when the Spring Research Colloquium's TURC Day takes place). For academic year scholars, the presentation should take place at least by the following August (when the Summer Research Showcase takes place). This presentation should be at the TURC Summer or Spring Research Showcases..

TURC Scholars should acknowledge the program and the University of Tulsa in any publications, exhibits, or creative output that result from the work they did on their TURC project. Information about publications, patent applications, exhibits, awards, or other accomplishments related to TURC Research should be sent to the TURC Faculty Fellow.

International students should consult with the Center for Global Engagement and ORSP before accepting any TURC opportunity, as there can be implications for their student visa status.

TURC Scholars working on sponsored research projects may have restrictions on public presentations of their research findings. In these situations, TURC Mentors should apply to the TFF for a waiver on the usual expectations for TURC Scholars.

IX. The Application and Selection Process

Students may apply for **TURC Team Projects** or for **Student-Led TURC Projects**. In both cases, the first step is to secure the sponsorship of a faculty mentor. Students may only submit one application per year to the TURC program. Within one year, students may be funded only for a summer or for the academic year, but not for both. Students may, however, continue as a TURC Scholar on the same research project within one year by receiving a stipend for a summer and then course credit for the academic year. The TURC year runs from May through April.

Projects involving primarily in-person work for both Mentors and Scholars have preference in the application process. Both Mentors and Scholars may apply to the TFF for an exemption in special circumstances, especially if the nature of the research project requires that the Scholar be working remotely.

A. TURC Team Projects

TURC Team Projects are initiated and led by TU faculty. A Team project may have just one student, but most of these are ambitious projects that require multiple investigators/creators and often last for more than one year. TU undergraduates may apply to join these projects with funding as TURC Scholars. Highly motivated high school students who are applying for admission to TU, and who are eager to dive into their chosen field of study, may also be eligible to apply.

TURC Scholars on Team projects have the opportunity to become valuable members of a cohort with a shared passion for the same subject and project. Applicants should have a willingness and ability to collaborate with others in creative or investigative work, while also being able to work independently. They should be in good academic standing, with a g.p.a. of at least 3.0. Students who have a strong interest in TURC and do not have that g.p.a. may petition for a waiver to this rule.

Faculty mentors may propose TURC Team Projects that are active in the summer, during the academic year, or both. They should submit descriptions of their projects to the TURC Faculty Fellow by December 1, 2023. These descriptions will specify whether the Faculty member is willing to supervise students on the TURC Team Project during the summer, the academic year, or both. They will also specify if they are willing to consider Junior TURC Scholars, exchange students, and/or applicants for the TURC-TCC Program.

A list of TURC Team projects that are seeking undergraduate co-investigators/creators will be posted on the TURC web pages by January 10, 2024.

The TURC Faculty Fellow will inform prospective TURC Team mentors by December 20 if their project has been accepted for listing in the directory, and what minimum number of students may receive TURC funding.

Interested students should email a letter of interest to the faculty leader of the project by February 10, 2024. If the professor conveys willingness to sponsor their application, the students should then submit an application to the portal. The deadline for applications to the portal is March 1, 2024.

Current TURC Scholars are eligible to apply for a renewal of funding on the same project, or apply for admission to another project, if they can demonstrate measurable outcomes for the preceding year's work.

B. Student-Led TURC Projects

More advanced undergraduate students at TU may apply to be a TURC Scholar on a Student-Led project. These projects also must have a Faculty Mentor who has agreed to sponsor the project. Ideally, the student comes up with the idea for the project, but the Faculty Mentor works closely with the student in developing the proposal.

Applicants to be TURC Scholars on Student-Led Project should be in at least the second semester of their second year at TU at the time of application, or they should have prior experience as participants in a TURC Team project. It is not unusual for TURC Scholars to graduate from a TURC Team project to a Student-Led project that takes inspiration from the larger project but has clear definition as its own venture. Applicants are required to be in good academic standing and an appropriate academic background for the proposed undertaking. There is no required minimum g.p.a., but academic performance will be weighed by the vetting committee.

TURC Student-Led Projects should outline a field of exploration and a plan to achieve an outcome suitable to the field of research or creative inquiry that will be shared with the larger research community, such as a paper that will be submitted for publication or an artistic exhibit. The description of the project should explain why the project is significant and worthwhile, how it fits within larger conversations and research or creative endeavors in the field, and what contribution this project will make. Applications should be sent directly to the TURC Faculty Fellow, along with a letter of reference from the sponsoring faculty member.

The deadline for Student-Led TURC Project applications is February 1, 2024.

Applications should include the following:

- A description of the research project, not longer than 500 words;
- A description of the community service plans, not longer than 200 words;
- A bibliography of relevant secondary publications, not longer than one page;
- TU transcript (unofficial) and, if the student is a transfer, of other undergraduate institutions;
- A letter of reference from TU faculty member who has agreed to serve as TURC Mentor for this project.

Applications should be submitted as a single document, with all elements except for the letter of reference submitted in the order listed above, as a pdf attachment in an email to the TFF: laura-stevens@utulsa.edu. Midnight on February 1 is a hard deadline.

TURC Student-Led Projects should be distinct from Senior Theses or Capstone Projects, although the Senior Thesis may grow out of or constitute a later stage of work on a larger project. Applicants who are rising seniors should explain exactly how the project for which they seek TURC funding differs from their Senior Thesis or Capstone Project.

An interdisciplinary committee of TU faculty will decide on these applications.

X. TURC Courses

[This section, subject to approval of course proposals by the University Curriculum Committee, will be in effect starting in May 2024.]

When they pursue research within the TURC Program, TURC Scholars should be enrolled in a course.

A. Funded TURC Scholars and 0-Credit Courses

TURC Scholars receiving stipends will be enrolled in a 0-credit course.

Scholars on Team Projects will be enrolled in TURC.3000.

Scholars on Student-led Projects will be enrolled in TURC.4000.

The TFF will be the instructor of record for the 0-credit courses. The interim reports, final reports, summary of research hours logged per week, and summary of community service will be the main assignments for these courses.

TURC Mentors will send evaluation forms via email to their TURC Scholars, with a cc to the TFF, by the last day of the relevant term. To receive a passing grade, Scholars are required to complete all of the assignments and receive an average rating of 11 or higher, out of 25, on their evaluation forms.

B. Courses for Academic Credit

TURC Scholars may, if they are not receiving stipends, be enrolled in a for-credit course.

TURC 3001, 3002, 3003, and 3004 are for TURC Team Projects.

TURC 4001, 4002, 4003, and 4004 are for TURC Student-Led Projects.

The final numeral of the courses indicates whether the student is enrolled in 1, 2, 3, or 4 credits, which will depend on the time commitment to which the TURC Scholar and Mentor agree. Following the general principle that 3 hours of study should accompany 1 hour of course credit, a TURC Scholar earning 1 credit is committing to 4 hours of research work every week on a project, for a semester, a Scholar earning 2 course credits is committing to 8 hours weekly, and so on.

The same community service commitment of 10% applies to for-credit TURC Scholars as for funded ones. So, if a TURC Scholar is enrolled in 1 credit, which would equal 60 hours of research work during a semester, the Scholar should commit an additional 6 hours of community service during the semester.

The TURC Mentor for a given project will be the instructor of record and is responsible for receiving interim and final reports, summaries of research hours logged per week and community service commitment summary. Mentors will send evaluation forms via email to their TURC Scholars, with a cc to the TFF. They will also turn in a letter grade.

TURC courses will usually count as elective credit. Individual programs do have the option of allowing TURC courses to count towards their majors or minors. It will be the responsibility of those programs to complete the relevant curriculum proposals if they wish to have those courses count towards their majors or minors.

C. Applications for credit-bearing TURC courses:

Students pursuing research for TURC credit are required to apply to the TURC program.

Applications for the 3xxx course (for TURC Team Projects) should include the following:

- A completed application form
- Description of community service plan (no more than 200 words)
- A brief email of endorsement from the TURC Mentor

Applications for the 4xxx course (for TURC Student-Led Projects) should include the following, submitted as a single pdf document, in the stipulated order:

- A description of the research project, not longer than 500 words;
- A description of the community service plans, not longer than 200 words;
- A bibliography of relevant secondary publications, not longer than one page;
- TU transcript (unofficial) and, if the student is a transfer, of other undergraduate institutions;
- (sent separately) A letter of reference from TU faculty member who has agreed to serve as TURC mentor for this project.

All applications should be sent as a pdf attachment in an email to the TFF: laura-stevens@utulsa.edu.

Applications should be submitted via email to the TFF: laura-stevens@utulsa.edu. The following deadlines apply:

April 15, 2024, for enrollment in Summer Session I.

May 20, 2024, for enrollment in Summer Session II.

August 1, 2024, for enrollment in Fall 2024 semester.

December 1, 2024, for enrollment in Spring 2025 semester.

Applicants will be notified of a decision within 2 weeks of submission. Colleges that have assembled their own TURC committees will have the option of reviewing the applications.

TURC does not provide financial aid for tuition.

With the exception of TURC Global participants, TURC Scholars may receive a stipend or course credit for a given semester or summer, but not both at the same time. Scholars may, if their Mentor approves, receive a stipend and course credit within the same year. So, for example, a student may apply for a TURC stipend in the summer and then continue research for course credit over the academic year.

XI. The Outstanding Mentor Award and Selection Process

The Outstanding TURC Mentor Award is given at every Spring TURC Research Showcase to a TU Faculty Member who has shown extraordinary commitment and excellence in their work with a TURC Scholar or Scholars. An individual may receive this award only once during their career.

The recipient of the award should be nominated by at least one TURC Scholar who is a current TU student or who has graduated from TU within the previous five years. Faculty, clients of True Blue projects, or other persons may submit supporting nominations, but a nomination by a student who has been mentored by a faculty member is necessary for the faculty member to receive the award.

TURC Mentors are not to encourage or ask their students to submit nominations. The TURC Faculty Fellow is recused from consideration for this award while filling this role.

A committee of prior recipients of the Outstanding TURC Mentor Award will review the nominations and decide on the recipient.

Recipients of this award should exhibit excellence in:

1. Fostering the education and intellectual development of Mentees by teaching through the practice of research and creative endeavor in the relevant discipline(s);
2. Providing a welcoming, inclusive environment of inquiry and/or creative endeavor, in which students develop their potential for leadership, collaboration, and ethical practices by receiving both encouragement and constructive criticism;
3. Promoting Mentees' career exploration and preparation for life after college.

XII. Special Programs

A. TURC-TCC

Up to three TCC students who plan to transfer to TU after earning their Associate Degree may be admitted to the TURC-TCC Program, receiving Summer Stipends to be full participants in TURC Team Projects.

The application process for the TURC-TCC program will parallel that of the regular TURC program. A list of TURC Team projects will be posted on the TURC web pages by January 10, 2024. Every project description will indicate whether TCC students are eligible for that particular project.

TCC students should consult with the Co-Chairs of Undergraduate Research at TCC as well as their professors in their preferred discipline of study. TCC's Co-Chairs of Undergraduate Research will nominate three TCC students to participate in this program. Those students should then submit applications to the portal, including their community service project plans. A link to the application portal will be provided by January 10, 2024.

TCC students should have earned at least 30 credits by the summer of 2024.

Typically, TURC-TCC Scholars return to TCC at the end of the summer for an additional year of full-time study, before transferring to TU. TCC students who wish to apply to be TURC Scholars in the summer after they have been graduated from TCC and before they matriculate at TU should apply to the regular TURC scholars.

B. TURC-Global

[currently under development]

TURC Global will begin as a pilot program with two of TU's International Partner Institutions: UA de San Luis Potosi, Mexico, and Siegen University, Germany.

TURC Global provides opportunities for TU students to supplement their study abroad experiences with intensive research. International students who have matriculated at TU and are working towards degrees conferred by TU would apply to the regular TURC program. Exchange students coming to TU for a semester or year may apply under the regular TURC program to join Team projects.

Ideally, TURC Global Projects are preceded and supported by research partnerships or networks between faculty with shared scholarly interests and expertise at the University of Tulsa and one of TU's partner institutions. Students who have been pursuing research under the supervision of a TU faculty member, preferably through TURC, may apply to work under the supervision of a faculty member at the partner institution while they are studying abroad.

TURC Global Scholars who are TU students studying abroad will receive course credit for their research activity. They may also apply to TU for a stipend to assist with their international travel or housing costs.

Exchange students coming to TU are not eligible to receive a stipend, but they may apply to join a TURC Team project and receive course credit for their research.

TU students applying to be TURC Global Scholars should work closely with the Office of Research and Sponsored Programs, several months before their departure, to determine if their research will involve any compliance issues. Coordination with ORSP will be especially crucial for students planning research on human subjects within the European Union, as they will be required to determine if their work complies with the General Data Protection Regulation (GDPR).

C. True Blue TURC

While all TURC projects are oriented towards tangible, real-world impact, **True Blue TURC** projects are designed to address the needs of designated Tulsa-area clients, usually in local government or non-profits.

TRUE Blue TURC Projects may be Team or Student-led, they may take place during the summer or academic year, and Scholars on these projects may be earning stipends or course credits. These projects involve at least one meeting of TURC Mentor and Scholar(s) with the project's clients at a site relevant to the project's goals. Ideally, these projects combine the traditional features of TURC projects with the pedagogical approaches of place-based learning, so that TURC Scholars learn and hone their research or artistic practice through immersion in local settings and contact with the people or causes their projects are designed to serve.

Instead of committing to a separate community service project, TURC Scholars on these projects have the option of dedicating an additional 10% of their required research hours to their True Blue Project. So, for example, a TURC Scholar with a stipend for a summer project would dedicate 20 volunteer hours of research to the project as their community service commitment, in addition to the 200 hours for which they are receiving a stipend.

True Blue Projects must proceed with the consent and cooperation of the Project's client(s). Applications for TURC Projects are required to include a brief letter or email from the client(s) indicating awareness of the project's design and goals and willingness to be involved in the Project. This involvement should entail, at minimum, willingness to host a site visit from the Mentor and Scholar(s) and to provide input on the project as it develops.

Mentors or Scholars on True Blue Projects may apply to TURC for additional funding for needs relevant to their project, such as supplies or transport costs for client visits.

D. TURC Junior Scholars

The TURC Junior Scholars program provides opportunities for local high school students to gain the same kind of intensive, hands-on research experience that is available to TURC students.

Each Junior scholar works closely with a TU professor in the summer terms, usually on a research team with TURC scholars. There are no specific requirements involving test scores or g.p.a.

TURC Junior Scholars are not required to participate in community service or give a public presentation of their research outcomes. They may give a presentation at the Summer Research Showcase if their Mentor supports them in this venture.

TURC Junior Scholars are not eligible for summer campus housing, so the program is open only to students who live in the Tulsa area. Applicants to the program should not have graduated from high school by the time they would be involved in their research. Local high school students in their senior year are not eligible for Junior TURC during the summer after their graduation from high school, but they may apply to the regular TURC program if they are planning to attend TU.

The application process for the TURC Junior Scholars program will parallel that of the regular TURC program. A list of TURC Team projects that will accept Junior TURC Scholars will be posted on the TURC web pages by January 10, 2024 and circulated via email. Interested high school students should email a letter of interest to the faculty leader of the project by February 10, 2024. If the professor conveys willingness to sponsor their application, the high school students should then submit an application to the TURC Junior Scholars portal.

TURC Junior Scholars will be asked to apply to TU through concurrent enrollment, and then the Student Success Office will enroll all TURC Junior Scholars in TURC.1980.JS, a 0-credit course. This enrollment is required for participation in the program, and it will give the Junior TURC Scholars access to the library, TU online systems, and email.

The TURC Junior Scholars program does not charge tuition, and the professors who mentor Junior Scholars do so as a voluntary form of community service. If they drive themselves to campus, TURC Junior Scholars may need to purchase a campus parking pass. Junior TURC Scholars may be required to pay a modest fee for concurrent enrollment.

XIII. Annual Calendar for the TURC Program

The TURC “Year” begins in the third week of May (coinciding with the beginning of Summer Term I) and ends with the examination period in the following May. TURC Scholars may receive stipends during the summer of the TURC Year or the academic year, but not both. TURC Team projects may take place year-round, with different students cycling on and off, or with a student receiving a stipend for Summer and credit for a semester (or vice versa).

December 1, 2023: Deadline for Faculty to send TURC Team Project Proposals to TFF, for Summer 2024 or academic year 2024-25.

December 15, 2023: Deadline for TURC AY Scholars for academic year 2023-24 to turn in Interim Reports.

December 20, 2023: Deadline for TFF to accept or reject TURC Team Project Proposals for the 2024-25 TURC year.

January 3-10, 2024: Directory of TURC Team Projects for Summer 2024 and academic year 2024-25 will be posted on web site and circulated over email.

February 1, 2024: Deadline for nominations for Outstanding TURC Mentor award.
Deadline for applications for funding for Student-Led TURC Projects.

February 10, 2024: Deadline for students to apply to TURC Mentors for sponsorship for TURC Team Projects, and for Faculty to submit letters of reference for Student-Led TURC Projects.

February 26, 2026: Deadline for Faculty Mentors to notify Team Project applicants of sponsorship.

March 4, 2024: Deadline for students to apply for admission to TURC Program and TURC funding (Faculty Sponsorship is required for all applications), for the 2024-25 TURC Year.

March 18, 2024: Decisions will be sent out to applicants to TURC Program seeking funding.

April 1, 2024: Deadline for signed letters of commitment to be sent to TFF by TURC Scholars receiving a stipend. (May 1 for high school seniors or transfer students matriculating at TU in the August).

April 2, 2024. “TURC Day” (Spring Research Showcase, as part of the Spring Research Colloquium) and presentation of Outstanding TURC Mentor Award

April 10, 2024: Deadline for Junior TURC Scholars and TURC Scholars for Summer 2024 to enroll in TURC 0-credit courses.

May 1, 2024 For graduating high school students or transfer students matriculating at TU in August, deadline for signed letters of commitment to be sent to TFF by TURC Scholars receiving a stipend.

May 10, 2024: Deadline for TURC 2023-24 AY Scholars to turn in final reports.

May 20, 2024: TURC 2024 Summer Projects begin (individual projects may vary start date, if Faculty Mentor has worked out details with TURC Scholars ahead of time).

July 1, 2024: Deadline for TURC Summer Scholars to submit Interim Reports to TFF.

August 2, 2024: TURC Summer Research Showcase

August 9, 2024: Deadline for TURC Summer Scholars to turn in final reports and complete community service commitment.

XIV. Appendices

Appendix A.

Proposal to Lead a TURC Team Project:

Please email proposals as an attachment to laura-stevens@utulsa.edu by December 1, 2023

1. Faculty Mentor Name(s):

2. Faculty Mentor email:

3. Faculty Mentor(s) Academic Unit(s):

4. Title of Project:

5. Academic discipline(s) encompassed by the project. If more than one, list the fields in descending order of importance. This information will be included in the directory of Team projects for TURC applicants:

6. When are you willing to Mentor TURC Scholars on this project?

_____ Summer 2024 (dates of research should approximately follow the academic calendar for Summer sessions I and II)

_____ 2024-25 academic year (students would do approximately 4-5 hours of research a week).

_____ Both (Students may only receive one stipend during the year, but faculty may supervise TURC research during the summer, academic year, or both, with different students on the project).

7. How many TURC stipends do you want allocated to your project? (The maximum per TURC Mentor is 4 per year.)

8. Do you plan to fund additional undergraduate researchers on your project, whom you would want to apply to TURC as non-stipendiary fellows? If so, how many?

If yes, what is the funding source?

9. Are you willing to consider applicants from the following, in addition to TU undergraduates? (Check all that you are willing to consider.) Applicants will email you directly.

Incoming Freshman (matriculating in Fall 2024)

Junior TURC Scholars (local high school students who will still be in high school in Fall 2024) (Summer only)

TURC-TCC Scholars (Summer only)

We are reserving 3 stipends for current TCC students who plan to transfer to TU in Fall 2025. They will be nominated by the Coordinators of Undergraduate Research at TCC.

10. Provide a brief description of your TURC Team Project.

This description will be included in a directory of open TURC Team projects that will be circulated to students. (maximum 250 words)

11. Please describe the kinds of research that undergraduate students on this project will do, and anything they should know about the setting for their research. This description will be included in the directory of open TURC Team projects that are circulated to students. (maximum 250 words)

12. Do you expect that students on your project work together on a single community service activity, or should they propose their own community service? If the former, what is the Team's activity?

13. Will students on your project be required to waive the rights to intellectual property resulting from their research on your project?

14. Do you want your project to be considered for the True Blue TURC program? If so, who is/are the project's client(s)?

*Explanation: While all TURC projects are oriented towards tangible, real-world impact, **True Blue TURC** projects are designed to address the needs of designated Tulsa-area clients, usually in local government or non-profits. These projects involve at least one meeting of TURC Mentor and Scholar(s) with the project's clients at a site relevant to the project's goals. Instead of committing to a separate community service project, TURC Scholars on these projects have the option of dedicating an additional 10% of their required research hours to their True Blue Project. So, for example, a TURC Scholar with a stipend for a summer project would dedicate 20 volunteer hours of research to the project as their community service commitment, in addition to the 200 hours for which they are receiving a stipend.*

Research Integrity, Compliance, and Certification

As with all research pursued at the University of Tulsa, TURC projects involving work with human subjects, live vertebrate animals, or recombinant DNA require approval and training.

Faculty Mentors for TURC Team projects should apply for approval from the Office of Research and Sponsored Programs before those projects are announced to students.

Does your project involve:

Work with human subjects?

___ No

___ Yes

If yes, include date of application for IRB approval, and if application has been accepted attach the letter with protocol number.

Work with live vertebrate animals?

___ No

___ Yes

If yes, include date of application for IACAC approval, and if application has been accepted attach the letter with protocol number.

Work with recombinant DNA?

No

Yes

If yes, include date of application for IBC approval, and if application has been accepted attach the letter with protocol number.

If you answered yes to any of the above, you will need to be current in CITI training. Please note date on which you completed CITI:

Appendix B

What makes a TURC Team Project different from a regular course, a capstone project, or an independent study? Some unofficial guidelines:

TURC Team projects should be designed so that highly engaged students can be contributors to the project at their current education level, with a modest amount of preparatory reading and training.

TURC projects entail learning by *doing*. If the proposed activity of the TURC Scholars is essentially passive — reading assigned texts (as opposed to going out and finding texts, annotating, etc.) and listening to lectures — that project is not a great fit for TURC.

TURC projects should have tangible, real-world impact. The project should designate a specific outcome that is beyond the usual kind of work in a course in the TURC mentor's field. Examples of outcomes may include:

- contributions to web sites, exhibits, performances, or other public-facing projects.
- contributions to peer reviewed scholarly publications that can reach some stage of completion during the duration of the students' TURC commitment (e.g. submission to a journal).
- completion of a report, white paper, or other summary of recommendations/findings that is of use to a designated audience (usually a nonprofit or government office).
- Creating something that is meaningful or useful to an audience or group outside of the university.

Appendix C.

Nomination Form for Outstanding TURC Mentor Award

The Outstanding TURC Mentor Award will be announced at every “TURC Day” (during the Spring Research Colloquium) to a TU Faculty Member who has shown extraordinary commitment and excellence in their work with a TURC Scholar or Scholars. An individual may receive this award only once during their career, and they must be employed by TU at the time of awarding or be an *Emeritus/Emerita* Professor.

The recipient of the award should be nominated by at least one TURC Scholar who is a current TU student or who has graduated from TU within the previous five years. TURC Mentors are not to encourage or ask their students to submit nominations. A committee of prior recipients of the Outstanding TURC Mentor Award will review the nominations and decide on the recipient.

TURC Scholars or recent Alumni: Please fill out this form and email it to laura-stevens@utulsa.edu by January 24, 2024.

Your Name and email:

Your major(s) and year of expected or (for alumni) actual graduation from TU:

The name of the faculty member you are nominating:

When did or does this Faculty member Mentor you as a TURC Scholar, and what was/is the name of your TURC Project(s)?

Has this Faculty Member taught you or worked with you outside of TURC? If so, please briefly describe that teaching or mentoring.

Why are you nominating this Faculty Member for the Outstanding TURC Mentor award? Please describe in specific terms how this Faculty Member has helped you and advanced your learning and your professional development.

Appendix D.

TURC 3000-4.01
Undergraduate Research Project
Summer 2024 Syllabus

Instructor: Dr. Laura Stevens

Class time: Varies, depending on TURC Mentor's schedule

Office/Phone: 320 Chapman, (918) 631-2859

E-mail: laura-stevens@utulsa.eu (preferred communication)

Course Description: Active participation in a faculty-led ("Team") research or creative project, for TURC Scholars. Following the principle of learning by doing, students immerse themselves in the investigative or creative methodologies and ethical practices of the project's discipline, demonstrate ability to work collaboratively with project team, and deliver a public presentation of the project's goals and outcomes. Prerequisite: acceptance into the TURC program.

Student Learning Objectives

By successful completion of this course, students will:

1. Demonstrate emerging knowledge of disciplinary and/or interdisciplinary skills, methods, and abilities appropriate for their research/creative project.
2. Demonstrate awareness of professional research/creative practices relevant to their project and its field(s) and ability to work collaboratively.
3. Recognize and respond to ethical responsibilities of their research/creative projects.
4. Evaluate and interpret their findings.
5. Effectively communicate their findings in both oral and/or written formats.

For TURC Scholars receiving a stipend for participation in a TURC Team Project, this is a 0-credit, pass/fail course. Dr. Stevens, as TURC Faculty Fellow, will serve as the instructor of record, and assignments should be turned in to her through Harvey. However, students will be working directly with their TURC Mentors, who will supervise their research and complete an evaluation form at the end of the course.

For TURC Scholars receiving academic credit for participation in a TURC Team Project, this is a for-credit course that will receive a letter grade. The TURC Mentor and Team Project leader will be the instructor of record, and assignments will be turned in to them through Harvey. The TURC Mentor will supervise the Scholar's research and complete an evaluation form at the end of the course. The evaluation form and the student reports should also be sent to the TURC Faculty Fellow for record-keeping.

The final numeral of the course indicates whether the student is enrolled in 1, 2, 3, or 4 credits, which will depend on the time commitment to which the TURC Scholar and Mentor agree. Following the general principle that 3 hours of study should accompany 1 hour of course credit, a TURC Scholar earning 1 credit is committing to 4 hours of research work every week on a project, for a semester, a Scholar earning 2 course credits is committing to 8 hours weekly, and so on.

Course Requirements:

Interim Report: All TURC Scholars must submit a report on their research and community service by the mid-point of the summer sessions. The report should include a 100-200-word summary of the work they have completed to date, a 100-200-word reflection and self-assessment. There should also be a brief summary of the community service work the Scholar has completed so far along with a summary of plans to fill remaining community service hours. A template will be provided for the interim report in Harvey. This report will be submitted to the Harvey course module.

TURC Scholars on stipend also should convey their report via email to their TURC Mentor.
TURC Scholars earning academic credit should also convey their report separately to the TFF.

Final Report: All TURC Scholars must submit a final report on their research and community service by the final day of the Summer Sessions. The final report should include a 100-200-word summary of the work the TURC Scholar completed, and a 200-300-word reflection on and self-assessment of the Scholar's work as a researcher. There should also be a brief summary of the community service work the Scholar completed. A template will be provided for the interim report in Harvey. This will be submitted to the Harvey course module and conveyed separately to the TURC Mentor.

The final report should note when they attended a meeting or information session with the Director of National Fellowships and briefly describe a plan to apply for at least one nationally competitive opportunity (e.g. Fulbright, Rhodes, Marshall, Truman, Goldwater, Teach for America, Peace Corps) by the end of their senior year (e.g. I plan to apply for a Marshall Scholarship in the Fall of 2025, which will be my senior year).

TURC Scholars on stipend also should convey their report via email to their TURC Mentor.
TURC Scholars earning academic credit should also convey their report separately to the TFF.

Logging of Community Service: Community Service hours should be logged separately through the EngageTU web site. The required number of service hours is 10% of the TURC Scholars' research commitment.

Students on a summer stipend commit to 200 hours of research + 20 hours of service.

Students on an academic year stipend commit to 132 hours of research + 13 hours of service.

Students earning 1 academic credit commit to 60 hours of research (4 per week) + 6 hours of service per semester.

Students earning 2 academic credits commit to 120 hours of research (8 per week) + 12 hours of service per semester.

Students earning 3 academic credits commit to 180 hours of research (12 per week) + 18 hours of service per semester.

Students earning 4 academic credits commit to 240 hours of research (16 per week) + 24 hours of service per semester.

Public Presentation of Research: All TURC Scholars are required to give a public presentation of their research. By the end of the summer session, Scholars will have given their presentation at the Summer Research Showcase, with supporting materials submitted to Harvey for documentation (e.g. presentation slides or pdf of poster), or they will have submitted a proposal to present at the Spring Research Showcase or another event.

Schedule:

In general, the TURC Summer program should follow the calendar of The University of Tulsa's Summer Sessions, beginning on May 20, 2024, and concluding on August 9, 2024. However, the specific dates may differ for each Team Project.

Since the TURC stipend covers 200 hours of research, Mentors and Scholars have the option of compressing the research commitment into one half of a summer, with 40 hours devoted per week, or spreading the research commitment across the entire summer with approximately 20 hours devoted per week.

TURC Mentors and Scholars also may revise the dates to accommodate summer travel and other commitments, as long as they communicate in advance with each other and with the TURC Faculty Fellow (Laura Stevens) about those dates, and as long as the commitment of 200 hours is fulfilled and the assignments are completed by the end of the summer.

May 20, 2024: TURC 2024 Summer Projects begin (individual projects may vary start date, if Faculty Mentor has worked out details with TURC Scholars ahead of time).

July 1, 2024: Deadline for TURC Summer Scholars to submit Interim Reports to TFF.

August 2, 2024: TURC Summer Research Showcase

August 7, 2024: Deadline for TURC Summer Scholars to turn in final reports and complete community service commitment.

August 9, 2024: Deadline for TURC Mentors to email evaluation forms to their TURC Scholars and to TURC Faculty Fellow.

Policies: In order to receive a grade of Pass (P), TURC Scholars must complete all of the required assignments and receive a total score of at least 11 out of 25 on their final evaluation form.

Letter grades should approximately match the total evaluation scores as follows:

A: 21-25

B: 16-20

C: 11-15

D: 6-10

F: 0-5

Incomplete grades: Under very unexpected and documented circumstances, grades of "I" (Incomplete) will be considered. Institutional guidelines must be followed.

University Policies:

Starfish: The Starfish program is designed to aid in identifying students at risk in their studies based on their performance and to help those students improve. TURC Mentors or the TURC Faculty Fellow will submit concerns about student performance (e.g., missing assignments, excessive absence) through the Starfish system periodically.

Academic Conduct: Academic dishonesty is unacceptable and will not be tolerated in this course. The Undergraduate Academic Misconduct Policy is linked here: [All undergraduate](#)

colleges [UG Academic Misconduct Policy](#)

Violations will be handled according to the academic misconduct policy. You are responsible for familiarizing yourself with this document and knowing what constitutes plagiarism, academic misconduct, and cheating.

Generative AI: Unless TURC Mentors allow encourage the use of Generative AI for specific research purposes, any use of ChatGPT or other Generative AI will be considered a breach of academic integrity and infraction of the University's Academic Misconduct Policy.

Sanctions imposed by an Instructor. At a minimum, students who cheat will receive "no credit" (a score of zero) on the assignment in question; but students may also be dismissed from the course and automatically assigned a grade of F.

Student Access and Success All students are encouraged to familiarize themselves with and take advantage of services provided by The Student Success Team, including Student Access, Student Success Coaching, and tutoring. To request a student success coach to improve study skills, email successcoaches@utulsa.edu. To request a tutor, email tutoring@utulsa.edu. Students who have or believe they may have a disability and would like to set up accommodations should contact Student Access within the Student Success Team to discuss their needs and facilitate their rights under the Americans with Disabilities Act and related laws.

Students who have or believe they may have a disability and would like to set up accommodations should contact Student Access within Student Success to self-identify their needs and facilitate their rights under the Americans with Disabilities Act and related laws. Student Access provides private consultations to any student. Contact Student Access staff by email at studentaccess@utulsa.edu or by phone at 918-631-2315. The application for accommodations may be obtained online at <https://sierra.accessiblelearning.com/s-UTulsa/ApplicationStudent.aspx>. Student Access staff will assist students in the implementation of approved accommodations, and students should submit requests as early as possible for full assistance. Students who qualify for accommodations should meet with the instructor privately (during office hours or by appointment) as soon as possible to arrange for their needs and obtain support for the class. Instructors are entitled to notice of 5 business days before the implementation of any required accommodations and all accommodations should be requested by the 12th week of classes for use in that semester, absent an extraordinary and unforeseeable circumstance. TU maintains a list of accessible features for all buildings (e.g., entrances, parking) at <https://utulsa.edu/campus-map/>.

Know Your Title IX Sexual misconduct is prohibited by Title IX of the Educational Amendments of 1972 ("Title IX") and will not be tolerated within the TU community. For more information about your rights under Title IX, please visit our Policies and Laws page <https://utulsa.edu/sexual-violence-prevention-education/policies-laws/> on the TU website or contact the Title IX Coordinator at 918-631-2321

TURC 3000.01
TURC Team Scholar Evaluation

TURC Mentors:

Please give your TURC Scholar a rating of 5 (high) through 1 (low) in each of the five categories below and provide some brief written commentary for each category.

In order to receive a passing grade, Scholars must complete all of the required assignments and receiving a total evaluation score of at least 11 out of 25.

Name of TURC Scholar:

Title of Team Project:

A. The Scholar demonstrated emerging knowledge of disciplinary and/or interdisciplinary skills, methods, and abilities appropriate for their research/creative project.

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

B. The Scholar demonstrated awareness of professional research/creative practices relevant to their project and its field(s) and ability to work collaboratively.

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

C. The Scholar recognized and responded to ethical responsibilities of their research/creative projects.

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

D. The Scholar effectively evaluated and interpreted their findings, asking questions and responding appropriately to constructive suggestions from the Mentor and other Team members.

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

E. The Scholar effectively communicated their findings in both oral and/or written formats.

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

Total Score:

Optional Summary Comments for TURC Scholar:

TURC 4000-4.01
Undergraduate Research Project
Summer 2024 Syllabus

Instructor: Dr. Laura Stevens

Class time: Varies, depending on TURC Mentor's schedule

Office/Phone: 320 Chapman, (918) 631-2859

E-mail: laura-stevens@utulsa.eu (preferred communication)

Course Description: This course provides Advanced TURC Scholars who have achieved a basic level of experience and knowledge in their chosen field of research or creative endeavor with the opportunity to attain higher levels of disciplinary knowledge and methods of research or creative endeavor through a self-designed ("Student-led") project. Students deliver a public presentation of the project's outcomes and complete a review of scholarship relevant to the project. Prerequisite: acceptance into the TURC program, and TURC 3000-4 or permission of Instructor.

Student Learning Objectives

By successful completion of this course, students will:

1. Demonstrate significant knowledge of disciplinary and/or interdisciplinary skills, methods, and abilities appropriate for their research/creative project, through integration with and analysis of scholarly literature and/or traditions of creative practice in the relevant discipline(s).
2. Identify a question, the answer to which makes a contribution to an existing body of knowledge or creative practice, and demonstrate ability to respond productively to that question through the completion of a project implementing methods of investigation and/or creative practice in the relevant field(s).
3. Recognize and respond to ethical responsibilities of their research/creative projects.
4. Evaluate and interpret their findings or outcomes as they pertain to preceding work in the relevant discipline(s).
5. Effectively communicate their findings in both oral and/or written formats and explain how those findings contribute to existing knowledge or creative work in the relevant discipline[s].

For TURC Scholars receiving a stipend for participation in a TURC Team Project, this is a 0-credit, pass/fail course. Dr. Stevens, as TURC Faculty Fellow, will serve as the instructor of record, and assignments should be turned in to her through Harvey. However, students will be working directly with their TURC Mentors, who will supervise their research and complete an evaluation form at the end of the course.

For TURC Scholars receiving academic credit for participation in a TURC Team Project, this is a for-credit course that will receive a letter grade. The TURC Mentor and Team Project leader will be the instructor of record, and assignments will be turned in to them through Harvey. The TURC Mentor will supervise the Scholar's research and complete an evaluation form at the end of the course. The evaluation form and the student reports should also be sent to the TURC Faculty Fellow for record-keeping.

The final numeral of the course indicates whether the student is enrolled in 1, 2, 3, or 4 credits, which will depend on the time commitment to which the TURC Scholar and Mentor agree. Following the general

principle that 3 hours of study should accompany 1 hour of course credit, a TURC Scholar earning 1 credit is committing to 4 hours of research work every week on a project, for a semester, a Scholar earning 2 course credits is committing to 8 hours weekly, and so on.

Course Requirements:

Interim Report: All TURC Scholars must submit a report on their research and community service by the mid-point of the summer sessions. The report should include a 100-200-word summary of the work they have completed to date, a 100-200-word reflection and self-assessment. There should also be a brief summary of the community service work the Scholar has completed so far along with a summary of plans to fill remaining community service hours. A template will be provided for the interim report in Harvey. This report will be submitted to the Harvey course module.

TURC Scholars on stipend also should convey their report via email to their TURC Mentor.
TURC Scholars earning academic credit should also convey their report separately to the TFF.

Final Report: All TURC Scholars must submit a final report on their research and community service by the final day of the Summer Sessions. The final report should include a 100-200-word summary of the work the TURC Scholar completed, and a 200-300-word reflection on and self-assessment of the Scholar's work as a researcher. There should also be a brief summary of the community service work the Scholar completed. A template will be provided for the interim report in Harvey. This will be submitted to the Harvey course module and conveyed separately to the TURC Mentor.

The final report should note when they attended a meeting or information session with the Director of National Fellowships and briefly describe a plan to apply for at least one nationally competitive opportunity (e.g. Fulbright, Rhodes, Marshall, Truman, Goldwater, Teach for America, Peace Corps) by the end of their senior year (e.g. I plan to apply for a Marshall Scholarship in the Fall of 2025, which will be my senior year).

TURC Scholars on stipend also should convey their report via email to their TURC Mentor.
TURC Scholars earning academic credit should also convey their report separately to the TFF.

Logging of Community Service: Community Service hours should be logged separately through the EngageTU web site. The required number of service hours is 10% of the TURC Scholars' research commitment.

Students on a summer stipend commit to 200 hours of research + 20 hours of service.

Students on an academic year stipend commit to 132 hours of research + 13 hours of service.

Students earning 1 academic credit commit to 60 hours of research (4 per week) + 6 hours of service per semester.

Students earning 2 academic credits commit to 120 hours of research (8 per week) + 12 hours of service per semester.

Students earning 3 academic credits commit to 180 hours of research (12 per week) + 18 hours of service per semester.

Students earning 4 academic credits commit to 240 hours of research (16 per week) + 24 hours of service per semester.

Public Presentation of Research: All TURC Scholars are required to give a public presentation of their research. By the end of the summer session, Scholars will have given their presentation at the Summer Research Showcase, with supporting materials submitted to Harvey for documentation (e.g. presentation

slides or pdf of poster), or have submitted a proposal to present at the Spring Research Showcase or another event.

Review of Scholarship: TURC Scholars working at the 4000-level are required to submit a review of scholarship that is relevant to their project. The exact scope and format of the review will be discipline-specific should be determined through consultation with their TURC Mentor.

Schedule:

In general, the TURC Summer program should follow the calendar of The University of Tulsa's Summer Sessions, beginning on May 20, 2024, and concluding on August 9, 2024. However, the specific dates may differ for each Team Project.

Since the TURC stipend covers 200 hours of research, Mentors and Scholars have the option of compressing the research commitment into one half of a summer, with 40 hours devoted per week, or spreading the research commitment across the entire summer with approximately 20 hours devoted per week.

TURC Mentors and Scholars also may revise the dates to accommodate summer travel and other commitments, as long as they communicate in advance with each other and with the TURC Faculty Fellow (Laura Stevens) about those dates, and as long as the commitment of 200 hours is fulfilled and the assignments are completed by the end of the summer.

May 20, 2024: TURC 2024 Summer Projects begin (individual projects may vary start date, if Faculty Mentor has worked out details with TURC Scholars ahead of time).

July 1, 2024: Deadline for TURC Summer Scholars to submit Interim Reports to TFF.

August 2, 2024: TURC Summer Research Showcase

August 7, 2024: Deadline for TURC Summer Scholars to turn in final reports and complete community service commitment. Scholars on Student-led projects also must turn in their scholarly review by this deadline.

August 9, 2024: Deadline for TURC Mentors to email evaluation forms to their TURC Scholars and to TURC Faculty Fellow.

Policies: In order to receive a grade of Pass (P), TURC Scholars must complete all of the required assignments and receive a total score of at least 11 out of 25 on their final evaluation form.

Letter grades should approximately match the total evaluation scores as follows:

A: 21-25

B: 16-20

C: 11-15

D: 6-10

F: 0-5

Incomplete grades: Under very unexpected and documented circumstances, grades of "I" (Incomplete) will be considered. Institutional guidelines must be followed.

University Policies:

Starfish: The Starfish program is designed to aid in identifying students at risk in their studies based on their performance and to help those students improve. TURC Mentors or the TURC Faculty Fellow will submit concerns about student performance (e.g., missing assignments, excessive absence) through the Starfish system periodically.

Academic Conduct: Academic dishonesty is unacceptable and will not be tolerated in this course. The Undergraduate Academic Misconduct Policy is linked here: All undergraduate colleges [UG Academic Misconduct Policy](#)

Violations will be handled according to the academic misconduct policy. You are responsible for familiarizing yourself with this document and knowing what constitutes plagiarism, academic misconduct, and cheating.

Generative AI: Unless TURC Mentors allow encourage the use of Generative AI for specific research purposes, any use of ChatGPT or other Generative AI will be considered a breach of academic integrity and infraction of the University's Academic Misconduct Policy.

Sanctions imposed by an Instructor. At a minimum, students who cheat will receive "no credit" (a score of zero) on the assignment in question; but students may also be dismissed from the course and automatically assigned a grade of F.

Student Access and Success All students are encouraged to familiarize themselves with and take advantage of services provided by The Student Success Team, including Student Access, Student Success Coaching, and tutoring. To request a student success coach to improve study skills, email successcoaches@utulsa.edu. To request a tutor, email tutoring@utulsa.edu. Students who have or believe they may have a disability and would like to set up accommodations should contact Student Access within the Student Success Team to discuss their needs and facilitate their rights under the Americans with Disabilities Act and related laws.

Students who have or believe they may have a disability and would like to set up accommodations should contact Student Access within Student Success to self-identify their needs and facilitate their rights under the Americans with Disabilities Act and related laws. Student Access provides private consultations to any student. Contact Student Access staff by email at studentaccess@utulsa.edu or by phone at 918-631-2315. The application for accommodations may be obtained online at <https://sierra.accessiblelearning.com/s-UTulsa/ApplicationStudent.aspx>. Student Access staff will assist students in the implementation of approved accommodations, and students should submit requests as early as possible for full assistance. Students who qualify for accommodations should meet with the instructor privately (during office hours or by appointment) as soon as possible to arrange for their needs and obtain support for the class. Instructors are entitled to notice of 5 business days before the implementation of any required accommodations and all accommodations should be requested by the 12th week of classes for use in that semester, absent an extraordinary and unforeseeable circumstance. TU maintains a list of accessible features for all buildings (e.g., entrances, parking) at <https://utulsa.edu/campus-map/>.

Know Your Title IX Sexual misconduct is prohibited by Title IX of the Educational Amendments of 1972 ("Title IX") and will not be tolerated within the TU community. For more information about your rights under Title IX, please visit our Policies and Laws page <https://utulsa.edu/sexual-violence-prevention-education/policies-laws/> on the TU website or contact the Title IX Coordinator at 918-631-2321

TURC 4000-4.01
TURC Team Scholar Evaluation

TURC Mentors:

Please give your TURC Scholar a rating of 5 (high) through 1 (low) in each of the five categories below and provide some brief written commentary for each category.

In order to receive a passing grade, Scholars must complete all of the required assignments and receiving a total evaluation score of at least 11 out of 25.

Name of TURC Scholar:

Title of Team Project:

A. The Scholar Demonstrated significant knowledge of disciplinary and/or interdisciplinary skills, methods, and abilities appropriate for their research/creative project, through integration with and analysis of scholarly literature and/or traditions of creative practice in the relevant discipline(s).

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

B. The Scholar identified a question, the answer to which makes a contribution to an existing body of knowledge or creative practice, and demonstrated ability to respond productively to that question through the completion of a project implementing methods of investigation and/or creative practice in the relevant field(s).

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

C. The Scholar recognized and responded to ethical responsibilities of their research/creative projects.

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

D. The Scholar evaluated and interpret their findings or outcomes as they pertain to preceding work in the relevant discipline(s).

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

E. The Scholar effectively communicated their findings in both oral and/or written formats and explained how those findings contribute to existing knowledge or creative work in the relevant discipline[s].

(Highest) 5___ 4___ 3___ 2___ 1___ (Lowest)

Feedback for TURC Scholar:

Total Score:

Optional Summary Comments for TURC Scholar: