



## Transcript Notation for OSU Students - 2013

OSU students who have engaged in research/creative activities that meet the criteria below can be formally recognized for these efforts by an honor designation on their transcripts as a “Research Fellow” or an “Arts Fellow” as appropriate. Students who receive this notation may wear a blue honor cord at commencement ceremonies.

Students seeking this transcript notation must have performed a significant research/creative project under the guidance of an OSU professor (mentor) and make a presentation of their project to a wider audience than the circle around the mentor. They must show evidence of their presentation and place documentation of the project (see application) in the OSU Scholars archive. Last, they must fill out the OSU Undergraduate Research/Arts Fellow Application for 2013 (enclosed with this document) and submit it to the head advisor of their college not later than noon on June 3, 2013. In the application, the mentor’s signature is necessary to certify that the work meets the criteria necessary for the transcript notation.

### FAQs

1. What constitutes a significant research/creative project?

Answer – It will vary with each major/discipline. In the sciences, it could be a laboratory research project. In the liberal arts, it might be a creative effort in music, visual, or performance arts. In engineering, it might be the design of a novel device for automating a process. In any case, the project must ultimately be overseen by an OSU faculty mentor.

2. Who decides if the project qualifies?

Answer – your mentor for the project. Mentors must be members of the OSU research/graduate faculty (assistant, associate, or full professors). These are people who are either on a tenure track or are tenured. Faculty with the title of “Research Assistant Professor”, “Research Associate Professor”, or “Research Professor” are not allowed to serve as mentors. In general, instructors will also not qualify to serve as mentors. Senior Instructors, with prior approval, may serve as mentors.

3. Can the work be done away from OSU?

Answer – Yes, but it must be certified by an OSU mentor as meeting the criteria above.

4. Does a thesis written for a major or for the Honors College or International Degree qualify?

Answer – In general, yes. However, if your mentor for your thesis does not meet the criteria listed in point #2 above you should consult with Kevin Ahern (ahernk@onid.orst.edu) before getting too far along in the process. UHC students and BRR students use a DIFFERENT application form than the one contained here. See UHC or BRR to obtain the form.

5. Can I graduate and then add this to my transcript later?

Answer – No. Unless everything is certified in a completed application submitted to the head advisor of the college of your major by June 3, 2013 at noon, you will not be able to add it later.

6. What qualifies as an appropriate project presentation?

Answer – There are several ways to satisfy this. They include presentation at the Celebrating Undergraduate Excellence (CUE) poster session at OSU on May 21. The deadline for applications to present at CUE is May 3, 2013 (<http://oregonstate.edu/ua/events/cue>). Other options include publishing your work in a professional journal, doing a public performance (recital, for example), a thesis defense, or giving a seminar in your department.

7. What is the difference between a Research Fellow and an Arts Fellow?

Answer - A “Research Fellow” will be a student who has engaged in activities leading to uncovering new knowledge or applying existing knowledge to solving problems. An “Arts Fellow” will be a student completing a significant creative project in the arts. Creative works may fall under the performance arts (theater, dance, music, etc.) media (video, film) writing, or the visual arts.

8. Can I do a project outside of my major?

Answer – In general, we recommend that you do not do projects that go outside the bounds of the college in which your major is located. While this is not a rigid rule, exceptions to it will not be granted at the last minute. If you wish to use a project outside of your major to qualify for transcript notation, you should contact Kevin Ahern ASAP.

9. How can I get more information?

Answer – There are several sources of information regarding undergraduate research transcript notations. Quick questions can be answered by sending email to Kevin Ahern at [ahernk@onid.orst.edu](mailto:ahernk@onid.orst.edu). Additional information about transcript notation will be posted on the Oregon State Undergraduate Research Framework web page (<http://oregonstate.edu/students/research/>) by the start of spring term. A listserv disseminating information regarding undergraduate research and creativity is available at the following URL - <http://lists.oregonstate.edu/>  
In the List Name window, enter `ugresearch` and then click on “Go To List”. At that page, you can enter your email address to receive regular news about undergraduate research and creativity at OSU.



# OSU Undergraduate Research/Arts Fellow Application for 2013

Oregon State University recognizes significant engagement and accomplishment in undergraduate research and the arts by awarding an honor distinction of “OSU Undergraduate Research Fellow” or “OSU Undergraduate Arts Fellow” to students in any major upon completion of a significant research or creative arts project under faculty mentorship. The distinction will be noted on the student’s transcript, and the student may wear a blue honor cord at graduation ceremonies.

Applications for this transcript designation may be submitted at any time during an undergraduate’s academic career, but no later than noon on June 3, 2013 if the student is graduating in spring, 2013. Please note that to qualify, the completed project must have been presented publicly as described in the application form. Students should plan to work with mentors in the same college as they are in. Exceptions to this requirement must be requested from Kevin Ahern no later than two weeks before submitting an application.

## **Expectations of students to meet this requirement**

- Involvement in all major phases of their project including conception, implementation, and presentation. Will generally involve sustained work over multiple quarters resulting in an original contribution relative to the discipline.
- A project presentation that must be to an audience that extends beyond the immediate research group or creative context of the student (see application for potential audiences).
- Evidence of the presentation must be submitted and materials must be deposited into the OSU Scholars Archive.
- A member of the OSU Graduate Faculty must endorse the application, verifying satisfaction of the criteria described above.
- Completed application form left with College Head Advisor

## **Student Instructions:**

- Upon completion of your research/creative project and its public presentation, assemble the application packet on page 2 of this document.
- Sign the application and obtain the endorsement signature of your faculty mentor on the Signature Page of the application.
- Submit the completed packet with the faculty mentor’s signature to the Head Advisor in the college of your major. The Head Advisor will contact Kevin Ahern (extension 7-8906) for a final signature.

## **Faculty Mentor Instructions:**

An OSU graduate faculty mentor of an undergraduate student applying for the OSU Undergraduate Research/Arts Fellow transcript notation is responsible for:

- Certifying that the student has met the expectations of research/creativity (see below) for such notations and
- Indicating whether a student’s efforts are best recognized with a designation as a Research Fellow OR as an Arts Fellow.

“Research/Creativity” is defined here as modes of scholarship and inquiry as they are variously practiced and defined in OSU’s academic disciplines.

- A “Research Fellow” will be a student who has engaged in activities leading to uncovering new knowledge or applying existing knowledge to solving problems.
- An “Arts Fellow” is a student completing a significant creative project in the arts. Creative projects may fall under the performance arts (theater, dance, music, etc.) media (video, film) writing, or the visual arts.

# Transcript Notation Application Page

## Student Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

OSU ID \_\_\_\_\_ Major \_\_\_\_\_

Name of Faculty Mentor for Research/Arts Project \_\_\_\_\_

Project Title \_\_\_\_\_

Application Date \_\_\_\_\_ Anticipated Graduation Quarter \_\_\_\_\_

Application for: \_\_\_ Arts Fellow \_\_\_\_\_ Research Fellow (if you apply for both designations, separate applications are required for each.)

## Required Materials

1. Project description (not to exceed 2 pages single-spaced)
2. Timeline and description of student engagement in the project including the specific project tasks and activities in which the student was engaged
3. Date, venue and form of student presentation of the project.

Please note:

- Project presentation must be to an audience that extends beyond the student's immediate research group or creative context. Presentations may be, for example, at a public performance, departmental symposium/seminar, the annual Celebration of Undergraduate Excellence, a professional meeting, or through publication in a student or professional journal.
- Documentation of the project presentation must be submitted to the OSU Scholars Archive. For instructions, see [<http://ir.library.oregonstate.edu/xmlui/>]. If the nature of the project presentation (e.g., performance) precludes direct submission of its presentation to the Scholars Archive, then a video/audio of it, as appropriate, may be substituted.

4. Date on which an electronic copy of the project presentation (paper, presentation slides, poster, digital image, etc.) was submitted to the OSU Scholar's Archive:

\_\_\_\_\_ (date here)

5. Completed Signature page (with the signatures of the student, mentor and Head Advisor of the student's college)

*Items 1-5 must be completed and submitted to the head advisor of the college of the student's major for signature. All documents should be stapled together with the Signature Page on top and given to the student's College Head Advisor. When signatures for the college are complete, College Head Advisors should contact Kevin Ahern at 7-8906 who will arrange to pick up the all completed applications for each college, to sign and deliver to the Registrar, completing the process. Please do NOT send applications by campus or U.S. mail. All components of this application must be completed no later than June 3, 2013 at noon.*

# Transcript Notation Signature Page

With our signatures below, we certify that the student named here meets the requirements of an OSU Undergraduate Research Fellow or OSU Undergraduate Arts Fellow by satisfying the criteria of

1. Completion of a significant faculty-mentored research or creative arts experience relevant to the student's academic discipline
2. Student involvement in all significant phases of the project
3. Presentation of the project to an audience that extends beyond the immediate research group or creative context
4. Deposit of the presentation as appropriate in the OSU Scholars Archive. We also declare that to the best of our knowledge, all information submitted in this application is true, accurate, and original.

This application is for designation of the student below as an  
**OSU Undergraduate Research Fellow /OSU Undergraduate Arts Fellow** (circle one)

\_\_\_\_\_ (Student) \_\_\_\_\_ (Date)  
(Printed student name = \_\_\_\_\_ )

\_\_\_\_\_ (Faculty Mentor) \_\_\_\_\_ (Date)  
(Printed mentor name = \_\_\_\_\_ )

Mentor's Faculty Rank/Title: \_\_\_\_\_

(Mentor must be a member of the graduate faculty – no senior instructors without prior approval)

\_\_\_\_\_ (College Head Advisor) \_\_\_\_\_ (Date)  
(Printed head advisor name = \_\_\_\_\_ )

\_\_\_\_\_ (Director for Undergraduate Research)  
(Kevin Ahern)

*Proxy signatures for mentor or college head advisor are permitted if an email from the relevant person is received by the Director for Undergraduate Research prior to submission of this form*