



Division of Academic Engagement  
and Student Achievement

*Faculty-Student Mentoring Program*

## **Request for Proposals: Fowler College of Business Faculty Mentor Appointment for Fall 2019-Spring 2020**

The Faculty-Student Mentoring Program invites proposals from the Fowler College of Business (FCB) faculty to serve as the FCB Faculty Mentor for the Fall 2019 and the Spring 2020 semesters. The selected faculty mentor will lead seven to nine students in completing undergraduate research activities. In exchange for their mentoring services, the faculty member will receive a 3-unit class release per semester and a \$500-per semester budget for supplies and resources.

The mission of the Faculty-Student Mentoring Program (F-SMP) is to support student engagement and development through undergraduate research, scholarship and creative initiatives<sup>1</sup>.

### **Students (protégés):**

The F-SMP program serves SDSU juniors, seniors and transfer students from economically disadvantaged backgrounds. A list of eligible students is established for each college and SDSU Imperial Valley by the F-SMP office in collaboration the Office of Financial Aid and Scholarships. The faculty mentor then recruits students who meet F-SMP participation criteria by distributing applications, conducting interviews and other selection procedures. Selected students must make a one-year commitment to the program, and when appropriate, they may be asked to enroll in course work as part of their participation in the program. Protégés are expected to achieve all F-SMP undergraduate research learning outcomes during the project period.

### **Faculty Mentor Requirements and Guidelines:**

**FCB tenured and tenure-track** faculty may submit proposals to serve as the faculty mentor on an annual basis. The proposals must include a two-semester plan designed to support students in meeting program learning goals. In particular, each proposal should address the following project elements:

1. A recruitment plan designed to attract eligible students, which might include an application, orientation meetings, interviews, web-based communications, and other pertinent strategies. The F-SMP office provides clerical support.
2. A training plan designed to instruct protégés in relevant research methodologies of a discipline, including those pertinent to related sub-fields. This fundamental training may be achieved through workshops, seminars or lab activities, and students may earn course credit or Special Study units with permission from undergraduate advisors and requisite departmental approval. In addition, students should have training in research ethics appropriate to their respective activities.
3. A culminating project plan designed to ensure that protégés can complete a research project within a 2-semester time-frame. (Note: Summer sessions may not be included as part of this two semester requirement.) Whenever possible, F-SMP protégés should be encouraged to meet participation guidelines for SDSU and CSU undergraduate research competitions.

<sup>1</sup> The Council on Undergraduate Research defines undergraduate research as an inquiry or investigation conducted by an undergraduate in collaboration with a faculty mentor that makes an original intellectual or creative contribution to the discipline.

4. The faculty mentor must submit a final report that offers a narrative summary of the research mentoring experience for the faculty member and student protégés. This final report must provide evidence that learning outcomes were achieved by each protégé, and the report is due on the final day of the second semester for each project.

Additional guidelines for faculty mentors include the following:

- Plan for 40 to 45 contact hours per semester with their protégés.
- Sponsor each student's research, scholarship or creative project, to include submittal of any relevant applications to campus regulatory committees; monitor compliance of all protocols prescribed by these university committees, if any.
- Support student participation in campus and regional research forums and competitions; refer extraordinary student projects to the FSMP director for additional funding, to support publication or professional presentations.
- Must attend faculty mentors' meeting on the third Monday of every month during the academic year.
- The Faculty Mentor may be reappointed for two additional academic years (for a total of 3 consecutive years).

Although protégés will usually be mentored by faculty in their majors, faculty members may invite students from other schools and departments from throughout the University.

#### F-SMP Undergraduate Research/Creative Practices Student Learning Goals

Protégés will be able to:

1. Demonstrate an understanding of research, scholarship and/or creative practices in their discipline and related sub-fields.
2. Utilize research, scholarship and/or creative practices and tools to carry out their projects.
3. Bring appropriate skills to bear with an awareness of how one portion of a design or project will effect other aspects of their project.
4. Continuously monitor their own learning and seek guidance to advance their own knowledge and their project.
5. Work constructively with faculty mentor.
6. When appropriate, protégés will establish a common vision for group projects or within interdisciplinary teams.
7. Gather information relevant to their research, either from published sources or direct observations.
8. Evaluate the quality of the information obtained for their projects.
9. Present orally and in writing their work, vision, and/or conclusions as part of direct activities with faculty mentor and peers.
10. Articulate and defend their work, vision, and/or conclusions to peers and superiors at campus or regional undergraduate research competitions.

Please submit a 3 to 5-page proposal and CV by November 15, 2018, to Jose Preciado, director of Faculty-Student Mentoring Program via email at [preciado@sdsu.edu](mailto:preciado@sdsu.edu). In addition, please include an endorsement letter from your department chair acknowledging that you can be released for 6 units for the academic year with your application materials (a 3-unit course release in the Fall 2019 semester and a 3-unit course release in the Spring 2020 semester). The endorsement letter from the department chair should note agreement by FCB Associate Dean. Department chairs should consult with the FCB Associate Dean prior to October 31, 2018.

The Division of Academic Engagement and Student Engagement funds the course release for each faculty member with California Lottery Funds. All expenditures for the \$500.00 per semester supply and resources budgets are subject to approval by the director of Faculty-Student Mentoring Program and must conform to CSU and SDSU expenditure guidelines. No funds may be used for student stipends or payroll without prior written consent.