



SAN DIEGO STATE UNIVERSITY

Division of Undergraduate Studies
Faculty-Student Mentoring Program

Request for Proposals: PSFA Faculty Mentor Appointment for Fall 2018-Spring 2019

The Faculty-Student Mentoring Program invites proposals from College of Professional Studies and Fine Arts (PSFA) faculty to serve as the PSFA Faculty Mentor for the Fall 2018 and the Spring 2019 semesters. The selected faculty mentor will lead seven to nine students in completing undergraduate research, scholarship, performance, or creative projects. 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 initiatives¹.

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 IV by the F-SMP office in collaboration the Office of Financial Aid and Scholarships. Students who meet F-SMP participation criteria are then recruited by the faculty mentor, who holds orientation meetings and distributes applications. 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:

PSFA 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 all relevant research methodologies of a discipline, including those pertinent to related sub-fields. This fundamental training may be achieved through workshops or seminars, 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, scholarship, performance or creative 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.
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.

¹ 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.

Additional guidelines for faculty mentors include the following:

- Plan for 30 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 affect 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 by February 1, 2018, to Jose Preciado, director of Faculty-Student Mentoring Program via email at preciado@mail.sdsu.edu or to MC 1623. In addition, please include an endorsement letter from your school director ~~or 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 2018 semester and a 3-unit course release in the Spring 2019 semester). The endorsement letter from the school director should be routed through the PSFA Associate Dean and college approval noted on the letter. Directors should consult with the PSFA Associate Dean prior to January 19, 2018.

The Division of Academic Engagement and Student Engagement (Formerly Undergraduate Studies) 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.