APPLICATION & GUIDELINES:
Undergraduate Research Assistant Fellowships
at the
Stanford Humanities Center
2004-2005

PROGRAM OVERVIEW
Undergraduate Research Assistant Fellowships allow advanced undergraduates the opportunity to work with Humanities Center faculty fellows on research projects of mutual interest. Now in its fourth year, the program offers each Undergraduate Fellow a stipend of $1,125 per quarter for up to ten hours of research work per week. No course credit is allowed for work done as part of this fellowship. Up to six Undergraduate Fellowships will be granted for the academic year 2004-2005. Funding for this program comes through a generous grant from the Vice Provost for Undergraduate Education (VPUE).

A faculty fellow and an undergraduate who wish to participate in the program jointly submit an application detailing the key research questions and materials they intend to examine, their methodology, and the research product they plan to produce. Most often this research product consists of a paper, conference presentation, annotated bibliography, journal article, or literature review.

Faculty contribute to the collaboration by offering mentorship: they help students conceptualize a good research question, help design an approach to answer it, and provide ongoing guidance on how to identify and evaluate sources of information. The Undergraduate Fellows contribute actual hands-on research work. They read, analyze, write, undertake library or archival research, interview, compile, present, edit, and evaluate. The majority of the undergraduate fellows’ time must be spent on work that has this kind of intellectual content. Occasionally fellows do clerical work, but no more than 10% of their time should be allocated for rote work such as photocopying or retrieving library materials etc.

APPLICATION DEADLINES
October 15th, 2004 – for fellowships commencing in Fall Quarter.
January 7th, 2005 – for fellowships commencing in Winter Quarter.

The Center accepts applications from interested undergraduates and sponsoring faculty fellows during Fall and Winter Quarters only, with the expectation that the undergraduate fellows will participate in the center throughout the academic year, as long as the research goals are reached and performance is satisfactory. These fellowships are awarded on a quarterly basis, and renewed each quarter on the mutual agreement of the faculty fellow and the student. Applications are available on our website: http://shc.stanford.edu. Please note: it is possible that we will receive a number of strong proposals and award all six fellowships for 2004-05 in the Fall Quarter; in that case, we will not hold a Winter Quarter competition.

ELIGIBILITY
Stanford undergraduates are eligible to apply for these research fellowships. Upper-division undergraduates majoring in humanities departments and students currently conducting independent research beyond their course requirements are given priority in the selection process. However, the program can also include majors from any department so long as the student is working on a humanities-related project.
All faculty fellows currently in residence at the Humanities Center are eligible to be advisors for the URAF program. A list of faculty fellows and their current research projects is available on our website:  http://shc.stanford.edu

PROGRAM STRUCTURE & REQUIREMENTS

• **Regular meetings** between the Undergraduate Fellow and the Faculty Fellow. Most research teams spend approximately 1-2 hours a week meeting and emailing about their project. The Faculty Fellows act as mentors, regularly providing counsel and direction on how to conduct the research.

• **Research Product**: At the beginning of the research term, each Undergraduate Fellow/faculty advisor team agrees on an appropriate research product that the student will complete: typically a research paper, bibliographic essay, formal honors thesis chapter, or a presentation at a conference or seminar. Other projects have included data analysis, reviews of archival collections, indexing and editing manuscripts, academic conference planning, and the development of new course materials such as supplementary bibliographies. The student then completes this project under the direction of his or her faculty advisor.

• **Research Work**: The student’s assistance should be work that has academic and intellectual content. Retrieving library materials or photocopying articles should only constitute a small part of the student’s participation. Students are allowed to work a maximum of ten hours a week on the research project.

• **Mutually Beneficial Project**: Although a research project evolves over the course of a year, ideally the faculty member and undergraduate’s interests dovetail in such a way that the research product and process benefit both collaborators. Students should gain significant insight into the world of academic research, and learn specific skills that will help them to later design and conduct their own long-term scholarly projects. The collaborative research should enhance the faculty member’s understanding of his/her own current book project, or open up new ideas for future research and/or teaching.

• **Quarterly Progress Reports**: At the end of each quarter, the Undergraduate Fellow and Faculty Fellow independently write brief summary reports (1-2 pages) detailing the work conducted and any changes to the research plan. Regular self-assessment throughout the year is encouraged to make sure the project is on track.

• **Spring Quarter Research Presentation**: All Undergraduate Fellows give short oral presentations (10 minutes) of their research to Humanities Center colleagues towards the end of the academic year. These presentations take place at a half-day Research Symposium that includes thematic research panels with faculty and graduate student commentators.

ADDITIONAL RESOURCES FOR UNDERGRADUATE FELLOWS

Undergraduate Fellows are invited and encouraged to attend Humanities Center academic and social events, including our daily catered lunches. Undergraduate Fellows are also invited to attend the fellows’ weekly private research talks—the venue where Faculty and Graduate Student Fellows present their work-in-progress. Additionally, Undergraduate Fellows have access to material resources at the Humanities Center that include three computer clusters with printers, meeting and study spaces, and free office supplies, photocopying and postage for project-related work. The center also has wireless access points throughout the building to allow connection to Stanford’s university-wide computing network (SUNet).
**SELECTION CRITERIA**
Applications will be judged based on:
1. The clarity and feasibility of the research proposal (i.e. can it be completed within the time frame, are guiding research questions clearly articulated, and can the work be successfully undertaken here on campus/in the local area).

2. The level of intellectual engagement for the student and faculty member (i.e. is the project beneficial to both participants, and does it involve truly challenging work rather than just rote research tasks for the student).

**PROGRAM GOALS**
Undergraduate Fellows at the Humanities Center get the kind of exposure to cutting-edge humanities research typically only available to advanced graduate students and faculty members. They also learn high-level project planning and research skills, gain significant insight into the world of academic research, and familiarity with a wide variety of research approaches and terminology. Our intention is that undergraduates’ fellowships at the Center helps prepare them to pursue independent humanities scholarship through a URO grant, honors project or thesis, or post-secondary research and study.

Our goals for the Undergraduate Research Assistant Fellows program align very closely with our mission as a research center: to widen the role of the humanities in society through direct support of interdisciplinary humanistic research. Since its inception in 1980, the Humanities Center has supported over 550 fellows in residence from over 90 different academic institutions, and has sponsored over 120 ongoing research workshops.

The Center creates a community in which the intellectual and social merge, and provides a supportive environment where humanists of diverse ages, academic ranks, and departmental and institutional affiliations contribute to and learn from one another’s work. The Undergraduate Fellows are an important part of the diversity and vitality of the Center.

**FOR MORE INFORMATION**
Please see our website for Frequently Asked Questions about the Undergraduate Research Assistant Fellowship program: [http://shc.stanford.edu](http://shc.stanford.edu)

A How-To guide with tips on approaching a professor about a research collaboration follows the application form in this packet.

Please direct questions about the program to Fellowship Administrator Chi Elliott, chiyuma@stanford.edu, 650-723-3054.
Undergraduate Research Fellowship Award Request
2004-2005

Deadlines:
October 15th, 2004 -- for fellowships commencing in Fall Quarter.
January 7th, 2005 – for fellowships commencing in Winter Quarter.

Faculty Fellow’s Name: ________________________________
Undergraduate’s Name:  ______________________  SUID# ___________________
Email Address: ____________________________________     Phone: ____________
UG Year (Fall 2004):  Sophomore __  Junior __ Senior __  Coterm __
Major ___________________________________   GPA: ______
Minor ___________________________________
Major Advisor ____________________________

Attach a Research Project Proposal
The research proposal should be no more than 500 words in length and should clearly state:
--the objectives of the project
--the methodology used
--the research product that the collaboration will produce
--the student’s qualifications and preparation to work on this project
--how this research furthers the student’s intellectual goals/educational program.
--how this project relates to the faculty member’s research and intellectual interests.
Optional: you may also attach a 1-page bibliography that does not count toward the proposal’s length limit.

Both the Faculty Fellow and the Undergraduate Fellow have met and agreed on the proposed research, the scope of work and the desired outcome. Both plan on meeting regularly and will report to the Center the progress of the work at the end of each Quarter. This award is made on a quarterly basis and is renewable upon agreement between the Faculty Fellow and the student. Course credit cannot be received for the work done under this program.

Proposed Initial Fellowship Quarter:   Fall 04/05   Winter 04/05

Faculty Fellow _______________________ Undergraduate ______________________
________________________________   ______________________________________
Date __________     Date __________

Please type or print neatly – Submit via Fax at 650-723-3918 or deliver to:
Stanford Humanities Center, 424 Santa Teresa Street-Room 151, ID Mail Code 4015.
Please direct questions about the program to our Fellowship Administrator:
Chi Elliott chiyuma@stanford.edu 650-723-3054
How-To Guide:
Becoming An Undergraduate Research Assistant Fellow
at the
Stanford Humanities Center
2004-2005

The following guidelines offer advice on how to become an Undergraduate Research Assistant Fellow at the Stanford Humanities Center. We hope that this information will help you find a professor with whom you can collaborate on a research project.

Step 1: Identifying a professor
Look at the list of 2004-2005 Faculty Fellows at the Center on our website at: http://shc.stanford.edu/fellowships/2004_2005.htm. If there is a Faculty Fellow whose research project matches your research interest, feel free to contact that person to ask more about his or her current work. (Please note that Graduate Student fellows are not eligible to serve as advisors for this program.)

The initial email should:
1. Tell a little bit about yourself and your academic interests.
2. Show that you have a basic familiarity with and interest in the professor’s work.
3. If you’ve taken a class with the professor, provide the title and date of the course. If you wrote a research paper for the class, you might want to refer to the title and subject and offer to provide a copy if you have one. This is particularly helpful if you were enrolled in a large lecture class.
4. Ask if the professor is interested in participating in the program.
5. Ask for more information about the professor’s current research.

Sample initial contact email:

Dear Professor [name],
My name is [your name] and I’m a junior majoring in [subject]. I’m writing because I’m interested in participating in the Undergraduate Research Fellows program at the Humanities Center. Your research on [topic] is very exciting to me, and relates to my interest in [topic]. I am hoping that you are interested in participating in the Undergraduate Research Assistant Fellows program, and if so, that you are willing to share a copy of your research project proposal with me. I would love to learn more about your work and see if there is a possibility of us collaborating on a research project this coming year. I can be reached via email at [email address] and via phone at: [phone number]. Thank you for your time.
Sincerely,
[your name]
Step 2: Setting up a meeting
Once you’ve learned more about a professor’s research, and the two of you seem to have common interests, you should set up a face-to-face meeting. The three goals of this meeting are: 1) to meet the professor in person and find out more about your common research interests, 2) to help you assess your comfort level in working with the professor, and 3) to help the faculty member learn more about your intellectual interests and skills.

Step 3: Preparing for the meeting
Before the meeting, do your homework: read a recent article or book written by the professor. Also, it is helpful to the faculty member if you prepare a short (1-2 page) academic resume that lists your intellectual interests, the courses you’ve taken in areas related to his/her project, your research experience (including independent research papers and projects), and any other skills or experience that you think make you a good candidate for a research fellowship. Before the meeting, you may also want to prepare some specific questions about the professor’s research project and interests.

Step 4: After the meeting
Decide if you are still interested in working with the faculty member further. If not, write a thank you note to the professor for the meeting (and return any article or books that you may have borrowed). If you do want to work with this faculty fellow, ask for a second meeting to discuss your collaboration and plan your application.

Step 5: Preparing for meeting #2
The three goals of this meeting are 1) to discuss research projects on which the two of you might collaborate, 2) to see how well you work together hands-on, and 3) to formally ask the professor to be your Undergraduate Research Assistant Fellowship advisor. So before this meeting you should brainstorm several potential research project ideas that you think will be interesting to both of you. This doesn’t have to be a detailed or complicated list; rather it should reflect the degree of thought you’ve put into working together. You should also bring a copy of the fellowship application to the meeting so the two of you can refer to program requirements when formulating a research project and starting to write the research proposal.

Step 6: Meeting #2
Discuss what you have discovered talking with and reading the work of the faculty member. Now is the time to say that you are very excited about this research topic and to ask if he/she would agree to supervise you as an Undergraduate Fellow at the Humanities Center. Discuss some potential research projects you envision working on, and how each relates to his/her work. Discuss the kinds of work you would like to do as a research assistant for the professor. If the professor agrees to be your advisor, start planning how the two of you are going to jointly write the research proposal as described in the application forms.
Step 7: Writing the Proposal
The research proposal is jointly written by you and your prospective faculty advisor. A good preliminary indicator for a healthy mentorship is that you are comfortable working together on writing this proposal. Please consult the application forms and guidelines for the specific research proposal requirements. Please note that you may submit a one-page project bibliography that does not count toward the 500-word maximum for this proposal.

When you have completed your proposal and all application forms with appropriate signatures, you may submit them to Chi Elliott, the Humanities Center’s Fellowship Administrator:
   Stanford Humanities Center
   424 Santa Teresa Street, Room 151
   Stanford, CA 94305-4015

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