2015 University Research Internships available for Undergraduates

This GRIP-driven program is a collaborative effort between the Student Affair’s University Internship Program (UIP; Avin Jordan, internship coordinator, University Career Center; 458-7486) and the VPR’s Office of Undergraduate Research (OUR; Donovan Fogt, director; 458-8227). In this document and program, the term “research” represents scholarly inquiry in any discipline. This program is available to underclassmen (no juniors or seniors) that demonstrate financial need (i.e., Work Study-eligible) and are looking to gain practical research experience. Faculty or units can identify top-performing, eligible students or advertise their position on Rowdy Jobs through the UTSA Career Center.

NOTE: STUDENTS MUST HAVE A 2.75 GPA TO BE ELIGIBLE FOR THE PROGRAM AND MAINTAIN A 2.75 FOR CONTINUED PARTICIPATION.

Faculty or department/unit requesting an intern should follow the steps described below.

This program is currently available. The Research Intern is paired with a faculty research mentor. The Career Center has established up to 15 Undergraduate Research Internship positions (coordinating with OUR). Any degree-conferring college or research unit can secure up to 2 Research Interns. This is a first-come, first-serve opportunity. However, it is our goal to provide additional such positions each semester.

This Research Internship gives undergraduates the opportunity to engage in the creation of knowledge within their chosen field of study. While the actual day-to-day activities will vary from student to student and depend heavily on the faculty mentor and area of inquiry, the measurable STUDENT LEARNING OUTCOMES (SLO; listed below) must be acquired during the internship time period. Additional, and more specific, SLO are welcome from faculty, themselves.

1. Be able to describe the general research or creative processes (i.e., hypothesis, results, dissemination, etc.) involved with the creation of new knowledge/work in student’s primary field of study and research topic area of inquiry.

2. Read, analyze, and develop conclusions and questions quantitative or qualitative pieces of primary research as commonly used in student’s primary field of study and research topic area of inquiry.

3. Compile a list of resources commonly used in the development of knowledge/work in student’s primary field of study and research topic area of inquiry.

4. Be able to engage in informed conversations about student’s primary field of study and research/creative topic area of inquiry with faculty and fellow student researchers.

The above SLO are assessed by UIP at mid-semester and end-of-semester using a research internship assessment tool developed by UIP. This assessment exercise will help the UIP/OUR fine-tune the program in subsequent semesters as the program grows.

Program Specifics:

Limitations
This program is targeted at underclassmen demonstrating financial need (i.e., Work Study-eligible) and a desire to gain practical career experience. REQUESTORS ARE NOT GUARANTEED AN INTERN. However, they may have their “research internship opportunity” advertised on Rowdy Jobs to Work Study-eligible students for as long as needed. STUDENTS MUST BE ENROLLED IN 6 CREDIT HOURS DURING SUMMER TO RECEIVE WAGES.
Program Coordination
This program is housed under the Student Affairs with logistical coordination through the Office of Undergraduate Research (OUR; VPR Division). Refer to figure below for flow chart. Interested faculty mentors can request an intern by sending the following to Avin Jordan of the University Internship Program (UIP; care of “UNIVERSITY RESEARCH INTERNSHIP REQUEST”):

1. Contact Donovan Fogt, Director, Office of Undergraduate Research to make request.
2. Requestor provides a description of the project that a Research Intern would work on and level of involvement of student. Note: These projects can be in progress and no end date needs to be specified.
3. How the faculty research mentor and the research project will address the UIP/OUR’s SLO above.
4. Any additional SLO the faculty mentor deems relevant to project involvement.
5. Assurance that student will acquire all necessary training required to perform the proposed work. In addition to training specific to the project, it could include those trainings required by Safety Office, Research Compliance, IRB, IACCUC, etc.
6. Assurance that 25% of the student salary (as described below), has been confirmed by the appropriate head of your unit, academic departments or otherwise.

A “GRIP Intern” Job Code (#0069 in SharePoint) is now available in the Human Resource Management System. Faculty, departments or units need to create a wages account for their research internship position(s).

Every semester, the UIP will announce all available University Internship and University Research Internship opportunities (as generated by faculty or department/units) to Work Study-eligible candidates. Students can apply for the opportunities and each opportunity’s requestor will receive a list of qualified students to interview and select as they deem fit. Departments or units can generate requests and prepare the accounts per info below.

START HERE
Faculty or Department make request to Office UG Research which supplies UIP with required information, assures 25% of salary (see instructions), & creates appointment (GRIP Intern, SharePoint #0069) through HR

Rowdy Jobs notification initiates UIP student learning outcomes assessment schedule

In the case of an advertised research internship position, the OUR and UIP will work together to identify eligible students

Student intern chosen by requestor

In addition to faculty or units identifying and requesting specific (eligible) students, units may also submit their RESEARCH INTERNSHIP REQUEST to the OUR to help identify potential students. The OUR can also work with UIP to identify possible matches for each faculty request using key word searches in eligible students’ Rowdy Jobs profiles. Students can indicate interest in research in their Rowdy Jobs profile. The names of financial need-based students who best match the faculty requests based on major, specialization, etc. will be forwarded to the faculty requestors for final selection.

Human Resources Appointment
These positions/appointments must be set up by departments or units or funded faculty like a regular Work Study
account, with requested funding of 100%. Each department or unit or funded faculty will add the HRMS assignment (named “GRIP Internship”) and wages account using home department's account number. When Financial Aid learns of the selected (by the faculty or unit) students, a switch indicator will be applied and the awarded amount is placed on the record. When payroll is processed, the switch indicator code will prompt the payment of 75% of the funds and the remaining 25% from the departments wages account number used on the assignment.

Compensation Reminder
Students will receive a wage of **$9.00/h for 19h/wk**. The UIP will cover 75% ($6.75/h) of the salary, through Financial Aid funding, and the assigned department/unit will cover the remaining 25% ($2.25/h). At this time, there is no defined internship duration. Faculty/student can choose to discontinue the internship or continue over several semesters.

Pilot to Practice
UIP is hoping to fund more positions in subsequent semesters. This exciting collaboration continues to be improved. However, please create your GRIP Research Internship Request as soon as possible to get your opportunity advertised.

***note: this program is independent of the “OUR Undergraduate Research Scholarships” offered each semester***