



Cleveland State University

TRIO McNair Scholars Program

SCHOLAR AGREEMENT CONTRACT

Name: _____

CSU ID: _____

A. I accept the offer to participate in the TRIO McNair Scholars Program at Cleveland State University. I understand that the goal of this program is to encourage and prepare undergraduate students to pursue graduate education up to, and through doctoral studies. I understand that McNair Scholars are expected to attend and participate in various workshops, seminars, activities, and conferences during the academic year. To help enhance my cultural and academic development as a means to increase my opportunities for enrollment and completion of graduate school education, **I am expected to:** (Please initial each item below to indicate that you have read the commitment, fully understand it, and will comply with it)

_____ Attend McNair Scholars Program Orientation

_____ Maintain a grade point average (GPA) of 2.8 each semester or above for participation in program activities including travel, special events, and conferences

_____ Attend required scheduled activities hosted or offered (workshops, seminars, meetings, graduate school fairs, and social/cultural activities) by the program

_____ Routinely check and respond to all e-mails regarding McNair correspondences/updates

_____ Check the McNair Office correspondence/updates and information on a regular basis

_____ Identify and secure an approved Discipline and Non-Discipline Faculty Mentor with the assistance of the McNair Director

_____ Attend required scheduled conference times with McNair Staff and faculty mentors (discipline and non-discipline) The amount of the book stipend is contingent on the number of monthly mentor reports submitted each semester: 5 reports or greater: \$400, 4 reports: \$200, 3 reports: \$100, 2 reports or less: \$0.

_____ Submit GRE and/or other test admissions scores or ETS confirmation notices to the McNair Office

_____ Develop a portfolio, with assistance of the McNair Scholars Staff, of my credentials and research to be used for graduate school admission purposes

- _____ Complete and submit at least three (3) graduate school applications, a graduate school application essay, and/or a statement of purpose based on the requirements of one of the graduate schools to which I plan to apply
- _____ Respond to follow-up contact on the part of the McNair Office regarding my academic and career progress after I receive my undergraduate degree
- _____ Provide a current address to the McNair Office on a yearly basis until my Ph.D. or a first professional degree is conferred
- _____ Notify McNair Director of any awards or graduate programs applied, accepted to, and/or enrolled in
- _____ Complete and submit any evaluation forms/surveys as requested throughout the program and upon request from the McNair Office
- _____ Notify McNair Staff at least 24 hours in advance of any appointment cancellations, or within 24 hours after a missed appointment due to personal emergency
- _____ Submit in writing any and all potential schedule conflicts, including but not limited to, class time conflicts, vacation or other travel, or personal emergency
- _____ Notify McNair Director of any changes in enrollment status, GPA, permanent or local mailing address, phone number, or e-mail address

B. Summer Research Institute

_____ I agree to participate in the Summer Research Institute, once I am recommended for it. The McNair Scholars Program provides a \$2,800 stipend for a one-time participation in summer research, ***provided that I have completed requirements to identify an approved research project and discipline-based faculty mentor, in my area of interest.*** If I have not met this requirement, ***I am under an affirmative duty to decline the stipend.*** Failure to do so will result in a hold being placed on my student account and ***I will also be required to pay back any funds that I have received.***

- _____ Conduct at least 30 hours per week of research under the direction of a discipline-based Faculty Mentor for the entire eight week Summer Research Project
- _____ Attend and participate in all McNair activities during the entire eight weeks of the Summer Research Institute
- _____ Complete and submit a research proposal and research action plan to the McNair Office
- _____ Complete assigned sections (drafts) of research paper according to program deadlines set by the McNair Office, discipline faculty mentor, and me

_____ Submit final research paper, abstract, and poster with approved discipline-based Faculty Mentor's signature no later than an agreed upon date by the McNair Scholars Office, discipline faculty mentor, and me

_____ Present my research poster at CSU and other mutually agreed venues

C. In the event that you are unable to participate or complete the above program activities, a **formal request** must be in writing to the Director **prior to the event or activity.**

_____ I understand that my decorum as a McNair Scholar is most important. I will be expected to act in a professional manner during both on and off campus activities and that respecting staff members is an absolute requirement.

_____ I understand that disciplinary actions, tardiness, and/or unexcused absences will be reviewed by the Program Director. I will be given a written warning for the first infraction. I will be placed on probation for the second written notice. The third notice will result in suspension from participating in activities. If the problems persist; I will be dismissed from the program.

_____ I understand that once I have committed to an event which includes campus visits, social/cultural events, and conferences, and do not attend, I may be placed on travel suspension, or dismissed from the program if the lack of commitment persists.

_____ I understand that failure to meet deadlines for submission of the summer research institute program's research project or any unexcused absences from or tardiness to orientation, mandatory monthly meetings, research activities, meetings with McNair staff, workshops, or summer activities **may result in deductions from my stipend and/or dismissal from the program.**

IN WITNESS WHEREOF, the parties have executed this Agreement on the date specified adjacent to their respective signatures below:

Student Signature

Date

Director

Date

TRIO McNair Scholars Program

Cleveland State University