

Sam Houston State University

Ronald E. McNair Post-Baccalaureate Achievement Program



TRiO

PROGRAM MANUAL

2022 - 2023

Table of Contents

McNair Office Contact Information_____	3
About Dr. Ronald E. McNair_____	4
Program Description and Eligibility Requirements_____	5
Scholar Benefits_____	6-7
Program Requirements_____	8
Semester Requirements_____	9
Travel_____	10
Research Material and Supplies_____	11
Campus Resources_____	12
Guidelines_____	13-14

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Dr. Ronald E. McNair

Ronald E. McNair was born on October 21, 1950 in Lake City, South Carolina. He was the second son of Carl and Pearl McNair. He had two brothers, Carl and Eric. Ronald McNair's academic successes are laudable. After graduation from Carver High School in 1967, McNair attended North Carolina A&T State University, where he received a Bachelor of Science in Physics in 1971. Ronald's education did not end there; he was awarded a doctoral degree in physics from the Massachusetts Institute of Technology (MIT) in 1976. In addition, McNair received three honorary doctorates: one in law from North Carolina A&T in 1978, one in science from Morris College in 1980, and another in science from the University of South Carolina in 1984. It is apparent that education was of extreme importance to him.

Ronald McNair was a member of several national organizations in science, including the American Association for the Advancement of Science, the American Physical Society (APS), the APS Committee on Minorities in Physics, the North Carolina School of Science and Mathematics Board of Trustees, the MIT Corporation Visiting Committee, and Omega Psi Phi. He was also a visiting lecturer in physics at Texas Southern University. McNair received many honors and awards throughout his academic and professional career. He graduated *magna cum laude* from North Carolina A&T University; he was named a Presidential Scholar, a Ford Foundation Fellow, a National Fellowship Fund Fellow, and a NATO Fellow. He won the Distinguished National Scientist Award from the National Society of Black Professional Engineers and was named a Who's Who Among Black Americans. McNair also won several championships and medals in Karate, for which he held a 5th degree black belt, Karate's highest rank.

Ronald E. McNair was nationally recognized for his work in the field of laser physics. In 1978, he was one of 35 applicants selected from a pool of ten thousand for NASA's space shuttle program. After a one-year training and evaluation period, he was assigned as a mission specialist aboard the 1984 flight of the *Challenger*. He became the second African-American to fly in space. On Tuesday, January 28, 1986, Ronald McNair was killed along with his six fellow crew members aboard the *Challenger* when it exploded after launching from the Kennedy Space Center in Florida. The crew members were F. R. Scobee, the pilot: Commander M. J. Smith, mission specialists: Lieutenant E.S. Onizuka and Dr. J.A. Resnik, and two civilian payload specialists: G. B. Jarvis, and S. C. McAuliffe. Ronald McNair was survived by his wife, Cheryl Moore and their two children, Reginald Ervin and Joy Cheray.

The Ronald E. McNair Postbaccalaureate Achievement Program was established by the U.S. Department of Education in 1989 in honor of Dr. McNair's life, his accomplishments, and his contributions.

Program Description and Eligibility Requirements

The Ronald E. McNair Post-Baccalaureate Achievement Program is designed to provide talented low-income/first-generation and ethnic minority undergraduate students with effective preparation for doctoral study. The McNair Scholars Program at Sam Houston State University encourages graduate studies by providing opportunities for undergraduates to define their goals, engage in research, and develop the skills and faculty mentor relationships that are critical to success at the doctoral level.

Eligibility Requirements

For acceptance into the program, you must either:

- Qualify as a first-generation college student (neither parent has attained a bachelor's degree) and meet low-income guidelines established by the U.S. Department of Education;

OR

- Be a member of an ethnic group that is underrepresented in graduate education (the U.S. Government currently defines "underrepresented groups" specifically as Native American/Native Alaskan, Hispanic, African American, or Native Hawaiian/Pacific Islander).

You must also:

- Have U. S. citizenship or permanent U. S. residency.
- Have at least junior standing at SHSU at time of application.
- Have a cumulative GPA of 3.0 or higher at SHSU.

Scholar Benefits

- **\$2,800 research stipend (\$1,800 for the second year):** Each scholar will be awarded a research stipend. It will be disbursed in three stipends during the academic year through the Financial Aid Office. The stipend will be disbursed as follows:

First Year

\$ 1,000 at the end of Fall semester
\$ 1,000 at the end of Spring semester
\$ 800 at the end of Summer II semester

Second Year (and subsequent years)

\$ 900 at the end of Fall semester
\$ 900 at the end of Spring semester

- If semester requirements are not successfully completed, research stipends will not be disbursed or will be collected (if already disbursed).
Also stipends will be applied to your BearKat One Account (through Financial Aid Office).
 - If you are over the allotted amount on financial aid, please let us know in advance as your stipend will likely be applied to your loan debt.
 - In the summer, if you are not registered for summer classes, please let our staff know as well. This will affect when your summer stipend will be released.
- **Tuition waiver for three-hour Spring research class:** The class (MCNR 4301) will cover numerous aspects important to the process of conducting scholarly research. Information on qualitative and quantitative research is provided.
 - **All other fees associated with the class are NOT waived.**
 - The credit hours for the class serve as three elective credit hours.
 - **Travel to research conferences and graduate schools:** Scholars can attend one McNair research conference provided that the scholar orally presents their research at the conference. Scholars can also attend one graduate school visit. This is a discretionary decision made by the Director, depending on scholar's fulfillment of program requirements and available budget at the time of travel.

Scholars who are interested in travel must meet with the Director 45 days in advance to the estimated travel date. NO EXCEPTIONS! Please see Coordinator or the McNair website for required travel paperwork.

Travel will be limited to seniors presenting research or visiting graduate

programs. Only **one** trip is allowed.

- **Personal mentoring:** The McNair program employs a graduate student mentor to assist students through the process of attaining a doctoral degree. Students are also individually paired with a faculty mentor in their department, with whom they will develop and complete a research project and develop a strong mentoring relationship.
- **Other Resources:**
 - Tutoring (referral, on campus)
 - Graduate application fee waivers and McNair fellowships
 - Help with preparation for graduate entrance exam (GRE)
 - Fall and Summer Workshops: see Workshop calendar
 - Use of laptops while in the program
 - McNair Office Lending Library (various resources)
 - GRE practice/prep book

Program Requirements

The goal of the McNair Post-Baccalaureate Achievement Program is to provide its scholars with effective preparation for doctoral study. This includes extensive training in conducting research and assistance with the graduate school application process. To ensure the goals of the program are met, McNair scholars will be required to fulfill specific responsibilities each semester.

*** Program Requirements will vary depending on graduation dates. If semester requirements are not successfully completed, research stipends will not be disbursed or will be collected if already disbursed. ***

Year 1: Fall Semester Requirements*

- Attend ALL mandatory workshops and make-up any missed workshops.
- Meet with Graduate Mentor once a month.
- Attend McNair welcome ceremony and other group functions.
- Choose a faculty mentor by December 1.
- Maintain a 3.0 overall GPA.

Year 1: Spring Semester Requirements*

- Satisfactorily complete three-credit hour research course.
- Submit a research action plan (RAP) by January 31.
- Meet with graduate mentor once a month.
- Meet with faculty mentor twice a month and submit bi-weekly progress reports.
- Attend McNair group functions.
- Maintain a 3.0 overall GPA.

Year 1: Summer Semester Requirements*

- Collaborate with faculty mentor on research and meet weekly with faculty mentor.
- Submit weekly progress reports.
- Attend mandatory weekly research meetings and complete ALL requirements for summer research program.
- Attend and present research project at annual SHSU McNair Research Conference.
- Complete GRE/GMAT prep course by the end of the summer/end of fall semester.
- Maintain a 3.0 overall GPA.

Year 2: Fall Semester Requirements*

- Submit completed McNair research project in manuscript form by December 1 or May 1.
- Continue to meet with faculty mentor and make satisfactory progress toward completion of project.
- Submit copies of GRE scores.
- Turn in applications to at least five graduate programs.
- Meet with Graduate Mentor once a month.

Year 2: Spring Semester Requirements*

- Present research project at a McNair conference or a regional/national conference in your discipline.
- Meet with Graduate Mentor once a month.
- Complete exit interview with Director.

Future Semesters*

- Maintain contact with and report any educational changes to McNair Office (required for tracking purposes).

Fall Semester 2021

Date	Time	Location	Topic
October 19, 2022	5:00 pm-6:30 pm	LSC 324	Orientation – Cohort 19
TBD	5:00 pm-7:00 pm	TBD	Graduate School Application Process
TBD	5:00 pm-7:00 pm	TBD	GRE Preparation & Grad School Funding
TBD	5:00 pm-7:00 pm	TBD	Curriculum Vita & Personal Statement
TBD	5:00 pm-7:00 pm	TBD	Interviewing
TBD	TBD	Zoom	Library research tutorial
TBD	5:00 pm- 7:00pm	TBD	Etiquette (dining, email, phone, etc.)

***Note: all workshops are REQUIRED! If you do not participate in workshops, your stipend will not be disbursed. Dinner will be served during the evening workshops.**

Spring Semester 2022

McNair 4301

The research class will be held during the Spring semester, typically on Tuesday and Thursday from 11:00am – 12:20 pm. The class will cover numerous aspects important to the process of conducting scholarly research. Information on qualitative and quantitative research is provided. Tuition is paid for the class; however, neither the University nor the McNair Scholars Program is able to pay for fees. Therefore, fees will have to be paid by the student. The credit hours for the class serve as three elective credit hours.

Summer Semester 2022

During the summer research internship, McNair Scholars will conduct an independent research project under the supervision of their faculty mentor. Scholars are expected to devote time each week to their research from June through August. At least once a week, scholars are required to meet with their faculty mentor to discuss and direct the research. Scholars will meet with the Graduate Mentor as a group every week for seven weeks to prepare for the summer research conference. **For every meeting that is missed, \$100 will be deducted from the scholar's summer research stipend.**

In the fall semester, the research findings will be compiled, analyzed, and written for peer review for presentation at a student conference and/or submission to a professional journal. Scholars will also present their research at the annual SHSU McNair Program Research Conference. Scholars are expected to submit a final manuscript to the McNair Program by December 1st of their graduating year.

Travel

Travel to Research Conferences and Graduate School Visits

Scholars can attend one McNair research conference provided that the scholar orally presents their research at the conference. Scholars can also attend one graduate school visit. This is a discretionary decision made by the McNair director depending on scholar's fulfillment of program requirements and available budget at the time of travel. Scholars who are interested in travel must meet with the McNair director **45 days** in advance. NO EXCEPTIONS! Please visit the McNair website for required paperwork. (The paperwork is under *Assignments and Forms* and *Travel*.)

Travel will be limited to seniors presenting research or visiting graduate programs. Only one trip is allowed.

Travel Receipts

Within **three** business days after your return, you must submit all original travel receipts, as well as a Travel Summary Form of the events, occurrences, and accomplishments of this visit. Please keep and submit all of your receipts and remaining travel funds. You will be responsible for all expenses for which you do not have receipts. If you have any questions, please ask the Program Coordinator.

Research Materials and Supplies

The McNair Program works to ensure that its scholars are equipped with the materials needed to conduct their research including the following:

- Laptops: All McNair scholars will be allowed to check out a laptop during the time that you are in the program. NO software will be allowed to be downloaded by the scholar. ALL the programs needed to do academic work will be already downloaded on the laptops.
- McNair Lending Library: Students can check out books while in the McNair program. Here is a list of some of the books we currently have:
 - GRE Test Prep books
 - Writing style manuals
 - Variety of university graduate school program manuals
 - Tips and tools on publishing research
 - Other
- Newton Gresham Library: At the library McNair Scholar have the following opportunities:
 - Interlibrary Loan: If you need interlibrary loan articles, obtain the invoice for the articles from the library and turn it in to the McNair Office. We will then pay the library for the loan expenses.
 - Photocopies: If you need to make copies for your research project, go to the Library Copy Center and inform them that you are a McNair Scholar (SHSU I.D. will be required). They will give you a copy card that you are to return after you have finished making your copies. The limit is 30 pages.
 - Study Carrels: Study Carrels are issued to the McNair Program every semester. Please inform the Director of your intention to use a study carrel as they are taken up early in the semester.
- Research Materials: If you need to purchase any materials for your research (questionnaires, scoring materials, Scantrons, etc.), please turn in a request in writing, including the exact materials you need, quantity, and estimated price. The form must be signed by your mentor.

Campus Resources

Below are a few campus resources that, in addition to McNair services, may assist with writing papers, with classes and other academic assignments.

- Graduate School-ASPIRE
 - The Graduate School A.S.P.I.R.E. scholars' program provides minority graduate students with networking, mentoring, and academic success programming to promote professional development and to strengthen their graduate school experience. Program training consists of professional development in teaching/classroom management, career planning and communication skills, academic success seminars, and mentoring experiences to facilitate a smooth adjustment to the academic rigor of graduate education. In addition, ASPIRE scholars attend a series of external workshops as well as cultural and other educational activities. All program participants receive \$2000 in scholarship (\$750-Fall, \$750-Spring, \$500-Summer), \$600 in textbooks.
- Tutoring- Academic Success Center
 - Math

The Academic Success Center at Sam Houston State University promotes learning and development in mathematics and other STEM courses by providing a safe and encouraging environment for all students, so that they may maximize their potential as they work toward achieving academic success and progress forward to a lifetime of self-sufficient learning. ASC tutors provide one-on-one and small group instruction for math and science subjects. We help students on many assignments and concepts and will work with them to build on the knowledge they gained in the classroom.
 - We currently provide tutoring for all mathematics courses up to MATH 1420, Statistics, and other STEM based courses. Whereas tutors may provide support with SPSS, this service is primarily offered by the Department of Mathematics and Statistics.
 - Mathematics Courses:
 - MATH 1314 - Pre-Calculus Algebra
 - MATH N014 - Support Course for Pre-Calculus Algebra
 - MATH 1316 - Plane Trigonometry
 - MATH 1324 - Mth for Mngl Decision Making
 - MATH N024 - Support Course for Math for Mth for Mngl Decision Making
 - MATH 1332 - College Mathematics
 - MATH N032 - Support Course for College Mathematics
 - MATH 1369 - Elementary Statistics
 - MATH 1370 - Intro to Biomedical Statistics
 - MATH 1384 - Intro to Foundations of Math I
 - MATH 1385 - Intro to Foundations of Math II

- MATH 1410 - Elementary Functions
 - MATH 1420 - Calculus 1
 - STAT 1369 - Elementary Statistics
 - STAT 3379 - Statistics Methods in Practice
- Additional tutoring available in:
 - CHEM 1411 - General Chemistry I
 - CHEM 1412 - General Chemistry II
 - CHEM 2323 - Organic Chemistry I
 - PHYS 1301 - General Phy-Mechanics & Heat
 - PHYS 1302 - Gen. Phy-Snd, Lght, Elec, & Mag
 - PHYS 1305 - Classical Physics & Thermodynmc
 - PHYS 1401 - Physics Boot Camp
 - PHYS 1411 - Introduction to Physics I
 - PHYS 1422 - Introduction to Physics II
- If your class is not listed, inquire with us to see how we may assist you. Additional courses may be tutored on a case-by-case basis. Call us at 936 294 3680 or email us at mathcenter@shsu.edu for support.
- English/Writing
 - ASC tutors provide one-on-one and small group instruction for writing and humanities subjects. We help students on any writing assignments ranging from English composition essays to science lab reports and anything in between. We help students learn preparatory prewriting, revising, and editing skills by working with them on the writing tasks they bring in.
 - Students of any classification at Sam Houston State University can use this service to receive help on any writing or humanities-based assignment or project. Students will work one-on-one with an Academic Success Center Writing and Humanities Peer Tutor in order to identify areas of concern and learn how to address them for current and subsequent papers. Our tutors are able to assist with grammar, mechanics, formatting (MLA, APA, Chicago, etc.), flow, academic voice, and other writing-related revision concerns.
 - Our tutors will not catch every mistake on your paper. Instead, their objective is to work with you to teach you the skills necessary to address concerns found in your paper or project on your own. With over 20 different tutors available, we recommend finding one that fits your style best and returning to them for subsequent visits.
- Languages
 - Language Tutors the Academic Success Center (ASC) will support all classification of students in advancing their competencies in the languages offered. Tutoring sessions will be conducted either face-to-face or online to support and accommodate individual requests or small groups. Appointments are strongly recommended to ensure our

tutors provide the highest quality of service; however, walk-in services are welcomed. A typical day will include but is not limited to: assisting students with study strategies, content review/interpretation and mastery in understanding/comprehension.

- We currently support several languages and are looking to expand our offerings in the future. Currently, we offer tutoring for:
 - American Sign Language (ASL) - SGNL 1401, 1402, 2311, and 2312
 - Spanish - SPAN 1411, 1412, 2311, 2312
 - French (Coming Soon)
 - German (Coming Soon)
- Financial Aid
 - Complete the FAFSA each year beginning October 1st.
 - Submit your FAFSA by our priority date of November 1st.
 - Determine your eligibility to complete the FAFSA.
 - Request FSA ID, if needed.
 - Complete the FAFSA online and include SHSU's school code - 003606 and be sure to apply for the correct aid year.
 - Look for your Student Aid Report (SAR) from the Department of Education.
 - Apply for Scholarships
 - Scholarships4Kats opens September 1st each year for the following school year, and we prioritize applications received by the submission date of November 1st.
 - Complete scholarship application at Scholarships4Kats.
 - Review your recommended opportunities and complete requested supplemental applications.
 - Selections begin in December of each year.
 - If you are selected for an institutional scholarship, we will notify you of your award through your SHSU email.
- Library
 - Graduate Student Services
 - Theses and Dissertations
 - **One to One:** Personalized research assistance for students working on a thesis or dissertation
 - Borrowing Books from SHSU
 - Each graduate student can borrow up to 35 books for 4 weeks each; please see the Circulation Policies for more details
- First Generation Center
 - The First-Generation Center is here to assist you in navigating higher education and connecting with SHSU's community of first-generation students, faculty and staff who will support and encourage you throughout your entire academic journey. The First-Generation Center staff has been in your footsteps as they are also first-generation.

- If you have any questions or need support, you can make an appointment with our team, and we will connect you to the appropriate resources. If it is urgent, then please come see us as we have an open-door policy for all students.
- TRiO SSS
 - TRiO Student Support Services (also known as SSS) is a federally funded program at Sam Houston State University that can help you find the answers! Like Upward Bound, Talent Search, McNair Scholars, and other federal TRiO programs, TRiO SSS is designed to support your education by providing you with the information and services you need to be successful in college
 - Services
 - Academic Advising Support
 - Personalized one-on-one advising, guidance, and mentoring with professional SSS staff
 - Tutoring
 - Peer one-on-one and group tutoring, online professional tutoring, and study groups
 - Financial Literacy
 - Budgeting, assistance with financial aid applications guidance with scholarship resources, and financial planning.
 - Career Counseling
 - Workshops and activities designed to help students in career exploration, planning, and preparation. Individual sessions available with a licensed career counselor as needed. Career Assessments are available as needed.
 - Graduate and Professional Programs
 - Activities designed to assist students participating in SSS applying for admission to, and obtaining financial assistance for enrolling in graduate and professional programs

Guidelines

We believe that our McNair Scholars are competent and professional students. As such, scholars are expected to be punctual in meeting deadlines, attending meetings, classes, and workshops and to display exceptional behavior while representing Sam Houston State University and the McNair Program. In the rare case that scholars do not behave in a professional manner, they will be held accountable for their actions. The following sanctions will be implemented to correct inappropriate behaviors. In addition, these policies also serve to protect individuals affiliated with the program and to ensure that everyone is treated in a just and fair manner.

Attendance and Participation--Scholars are expected to:

- Attend **ALL** McNair meetings, beginning with the orientation and ending with the Final Research Presentation.
- Complete **ALL** forms, paperwork, and other documents within the times specified by the Director.
- Attend mandatory classes and workshops.
- Successfully complete three-hour course.
- Complete GRE/GMAT preparatory workshop.
- Participate in **ALL** McNair scheduled events.

Research Tasks--Scholars are expected to:

- Select a faculty mentor by December 1st.
- Meet with the Graduate Mentor once a month.
- Understand that the faculty mentor has the right and responsibility to see that scholars' weekly research time is well-spent
- Submit a copy of research timeline to the McNair Director prior to conducting the research.
- Meet with their faculty mentor at least twice a week during Fall and Spring semesters and once a week during the Summer. If the mentor is out of town, then scholars should meet with the assigned proxy. Scholars are responsible for informing the McNair office if no contact has been made with their mentor for at least two weeks.
- Participate in an oral presentation of the final research project.
- Submit final research document by the last week of the research program (according to the McNair Program guidelines, the deadline is December 1st).

Senior year & Post-Graduation--Scholars are expected to:

- Submit photocopied evidence of applications to at least three graduate programs.
- Submit photocopied evidence of graduate school admission, as well as documentation regarding financial support while in graduate school.
- Submit photocopied evidence of graduate admission exam results (e.g., GRE, GMAT).
- Cooperate with all annual follow-up surveys in a timely fashion. This

includes notifying the director of changes in address or educational status for long-term tracking.

- Keep in contact, on at least an annual basis, with the Director, understanding that participation in this program is a life-long commitment.

Examples of unacceptable behavior include:

- Inappropriate behavior toward McNair staff or fellow scholars at conferences, graduate school visits, and other functions sponsored by the McNair Program. This includes insubordination, leaving a conference area without permission from a staff member, disorderly conduct, and failure to follow directions.
- Bringing illegal non-prescription drugs or illegal controlled substances on a McNair sponsored trip or event.
- Malicious or untruthful behavior toward a staff member or another student.
- Consumption of alcohol at McNair sponsored functions by individuals under 21.
- Willful damage to McNair property and/or equipment.
- Failure to return McNair laptop and equipment by a specified time and in acceptable condition.
- Failure to maintain a 3.0 GPA
- Reneging on agreements to attend conferences, trips, etc. sponsored by the McNair Program.
- Failure to submit your research paper to fulfill program requirement and publication purposes by the deadline.
- Illegal use of services (e.g., personal long distance phone calls in McNair Office).
- Non-attendance after acceptance of an invitation to an event for which the McNair Program was charged.
- Failure to attend any of the mandatory workshops, required GRE classes, or any other mandatory McNair event.
- Two unexcused absences or late submissions of paperwork, assignments, etc.
- Accidental damage of McNair Program property.
- Failure to return McNair Program materials (e.g., lending library books, laptop computers).

Violations of these policies will be dealt with on an individual basis. The McNair staff and Principal Investigator reserve the right to require compensation for damaged property, withhold research stipends at the end of each semester, request that a portion or the entire stipend amount be returned, and deny privileges and/or access to McNair events and activities, including conferences, graduate school visits, and other sponsored trips.

More serious violations can result in temporary or extended probation, prohibition of McNair services and resources, refusal to write letters of recommendation, and/or dismissal from the program. Probationary periods will last until the violation is corrected to the satisfaction of the McNair Program. All rules and regulations are subject to review and are at the discretion of the Principal Investigator and McNair Staff and are not limited to the examples given above.

The McNair Scholars Program reserves the right to update the manual at any time.