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**SEEDS Partnerships for Undergraduate Research (SPUR)**

**Expectations for Students**

The SPUR Fellowship is the highest honor in the SEEDS program, and fellows are encouraged to be the outstanding leaders in the future of ESA. The Fellowship supports the undergraduate student in designing and conducting an ecology research project of their interest. SEEDS has established a partnership with field stations and mentors to offer rich summer research opportunities tailored to meet the students’ interests, career objectives and growth as a scientist. Additionally, SEEDS provides leadership development opportunities before and after the summer experience through our annual SEEDS Leadership Meetings. SEEDS will also support Fellows in delivering their research findings at the ESA Annual Meeting in the following summer. Information about SPUR is available at [www.esa.org/fellows](http://www.esa.org/fellows).

Students should understand this is a combined research and education program that involves commitment and effort on your part to get the full benefits. While mentors will invest a great deal of energy in training and educating students in their research projects, it is the student’s responsibility to take advantage of the opportunities that are made available to you including training, seminars, workshops and meeting visiting staff researchers and graduate students. Working and living together as a group in such close quarters requires every student to be considerate of their fellow students and others so that everyone can have an excellent summer research experience.

***Before the summer***

Upon being hired:

1. Complete all forms for employment forwarded by your mentor in a timely manner.
2. You must have your own health insurance for the entire summer. Provide ESA with your insurance information.
3. Review the ESA Code of Ethics. By accepting the Fellowship, you agree to adhere to the Code of Ethics.
4. Provide your emergency contact information to SEEDS. We will share it with your mentor.
5. Work with your mentor or SEEDS staff to arrange travel to the research station and respond to any proposed itineraries promptly within 24 hours as ticket reservations cannot be held beyond that time. If you do not respond promptly and ticket fares change, you may be responsible for the difference.
6. Read materials provided by mentor about research project.
7. Start thinking about questions you might like to pursue for your research.

***During the summer:***

Weekly:

* Meet with mentor(s) to discuss:
	+ The overall research project.
	+ Data analysis. (1-2 hours a week statistics)
	+ Student progress including concerns, questions, and other research opportunities.
* Participate in seminars, workshops, education or outreach activities as arranged by your mentor.

Monthly

* Participate in conference call with your Fellows cohort

**Weeks 1 - 2:**

1. Be familiar with the research station / residence and policies for their use.
2. Meet with your mentor to discuss summer plans and expectations. Meet the graduate students, if any, who will be working with you.
3. Complete and submit the Individual Development Plan (IDP) by end of Week 1.
4. Participate in research opportunities offered at the site.
5. Start developing your independent research project with mentor. Ask for relevant scientific literature to guide you.
6. Work closely with your mentor during the first two weeks of the summer program. Meet with your mentor daily to discuss what you need for your independent research project and your ideas.
7. At the end of Week 2, submit a 2-page research proposal to your mentor. Mentors will provide feedback and work with you to define a research question, methodologies and materials. Please refer to the SPUR Research Proposal Guidelines.
8. Once approved by your mentor, submit the research proposal to Fred Abbott at fred@esa.org.

**Weeks 3 - 4:**

1. Schedule a time to meet with your mentor, **at least twice a week** to discuss research, data, and student progress. Review your IDP with your mentor as needed.

**Rest of the Summer (Weeks 5-11 as relevant)**

1. Schedule meetings with your mentor **at least once a week** to discuss research, data, and student progress. Review your IDP with your mentor as needed.
2. Prepare for end of summer symposium if available. Mentors will be available to help students with presentations (expect to have 15 minutes to present).
3. Wrap-up up all project related issues three days before the final day.
4. Fellows will complete an online Evaluation survey of the summer experience on the last day of the summer experience.

**Other important considerations**

* Be punctual for all appointments and activities and pursue the fieldwork and other research activities with diligence, enthusiasm and care.
* Regard all mentors, graduate students and others in the field station community in a respectful manner, recognizing the impact that their attitude may have on others. In turn, you are entitled to be treated respectfully and to have your ideas heard and considered with care.
* Be familiar with and adhere to the ESA Code of Ethics: <http://www.esa.org/esa/about/governance/esa-code-of-ethics/>
* Do share exciting parts of your research and other activities regularly on the SEEDS FaceBook page.
* **Seek help promptly regarding any problem or conflicts** from your mentor or SEEDS staff. This includes any harassment, discrimination, assault or other conflict.

***Facilities and Equipment***

1. Fellows are expected to assist in the smooth running of the room and board as required by the field site.
2. Fellows are expected to follow all policies and procedures of the field site in the use of all facilities, equipment and vehicles.

***After the summer:***

1. Seek opportunities to disseminate results from your summer research by giving a talk at your home institution.
2. Maintain contact with your mentor and ESA staff and provide updates on your career development. Update your LinkedIn profile regularly!
3. In January and February, draft your abstract proposal to present at the ESA meeting and request feedback from your mentor. Submit your abstract before the deadline!
4. In Spring, work on the research presentation to be delivered at the Leadership Meeting and ESA annual meeting.
5. Update SEEDS staff about related presentations, publications, and other activities that demonstrate your leadership and or related employment.

Contact Fred Abbott, ESA Diversity Programs Coordinator, at any time to discuss questions, comments and concerns you may have: 202-833-8773 or fred@esa.org

**Checklist of items to submit to ESA**

**Before the summer research:**

1. Emergency contact information.
2. Liability waiver form with your signature.
3. Health insurance information
4. Build profile on LinkedIn, join ESA SEEDS group in LinkedIn
5. Like ESA SEEDS Facebook group

**Week 1**

1. Individual Development Plan

**Week 3 through end of summer**

1. Approved Research Proposal in Week 3.
2. Post updates on exciting developments on SEEDS Facebook page
3. SEEDS Evaluation survey of Fellowship experience on the last day of the summer research.

This timeline may be adjusted as appropriate. Please note that not all sites are able to offer the same career development opportunities, e.g. workshops or seminars. You should discuss your interests and needs with your mentors.

Please submit required items to Fred Abbott, ESA Diversity Programs Coordinator at

202-833-8773 or fred@esa.org