Factsheet for Prospective AURCA Students

This document provides information on finding and starting on an AURCA research project. Additional information is available on the AURCA website. The AURCA program is coordinated by Dr. Rachael Eaton, CAS program manager for student research. Please call (405.744.8703) or email (rachael.eaton@okstate.edu) with questions or concerns.

Application and Orientation

Interested students are welcome to apply for the AURCA program. After submitting an application to the program, we will confirm your eligibility for the program and follow up with you regarding the application. Eligibility considerations will include 1) availability of the student's work-study, 2) potential conflicts with other on-campus employment, and 3) availability of AURCA projects aligned with student research interests. Once we have confirmed your eligibility, you will be considered a "prospective AURCA student." Final acceptance into the program is dependent upon matching with one of the available AURCA projects. AURCA project availability each year is limited, so we strongly encourage students to apply early to have a larger pool of open projects to consider.

Prospective AURCA students will attend an orientation session early in the Fall semester. Orientation is scheduled for **Tuesday, August 30, 2022 from 6-7pm in SSH 130 (Social Sciences and Humanities Building)**.

Finding a Project

AURCA students will receive the project list near the beginning of the academic year. You will receive contact information for project mentors at least one week after receiving the project list and **after attending orientation**. We will discuss tips for connecting with potential mentors and preparing your resume/CV during orientation, before you receive mentor contact information.

We will work with prospective AURCA students to help find a project that is a good fit for your research interests and skill-building goals. Some students will find a project quickly, while others may spend a bit of time finding the right fit. We encourage students to explore projects from a variety of disciplines. It's OK to conduct research in areas or topics outside your major. If during this process, you do not find an available AURCA project that is a good fit for you, do not worry. *Prospective AURCA students who do not find a match will be released from the formal AURCA program, and we will help you find a research opportunity outside of AURCA.*

Monthly Cohort Meetings

We will hold monthly meetings of our AURCA cohort on the second Wednesday of each month, three times per semester. AURCA students are expected to attend these training meetings to enhance their skill development as student researchers. Put these dates on your calendar when you apply for AURCA so that you are preared to attend well in advance. *Meeting dates for 2022-2023 are:*

September 14 | October 12 | November 16
February 8 | March 8 | April 12

Connect and Interview

- You will contact potential mentors via email to apply for a project.
- Prospective AURCA students will share their resume with potential mentors when applying for a project.
- We recommend you apply for more than one project since some projects may fill before you apply; make a list of several projects that interest you and apply to several.
- During orientation, we will discuss strategies for communicating with mentors and preparing your resume/CV.
- Advice on resume preparation and interviewing is also available from CAS Career Services here: https://cas.okstate.edu/advising/career_services.html

Accept an Offer and Complete Mandatory Paperwork

- Once you receive an offer to join a project, do not wait more than 24-48 hours to respond to the mentor with your plans (either accept the offer or politely decline).
- If you receive an offer, but you still have a scheduled interview for another project, it's OK to wait to accept or decline the offer until you have completed the second interview.
- It's a good idea to let a potential mentor know that you are waiting to decide on a project until you have finished your interviews.
- Once you have accepted an offer, you can discuss your schedule and hours of availability during the week with your new mentor.
- After you accept an offer, we will send your Mentor/Mentee Agreement via email.
- In the Agreement, review the expected hours per week that you must work and discuss any training or workshops listed on the agreement.

Begin Research

- Once you have signed the Mentor/Mentee Agreement, you should immediately contact AURCA staff about completing the [necessary hiring paperwork](#).
- In compliance with federal law, work-study students must have a valid I-9 form on file with the university. These forms must be completed in-person and [you must bring original, unexpired documentation (look at page 3 for a list of accepted documents)](#).
- More details on completing the paperwork will be discussed with you but it's a good idea to gather the needed documents in advance, so your work is not delayed unnecessarily.
- You may NOT begin working until AURCA notifies you that all mandatory paperwork has been completed.
- Check your OSU email often and complete any needed steps as soon as possible so you can get started!
- All OSU student researchers are required to complete the [Responsible Conduct in Research training](#) within two months of beginning work on a research project. If you have not completed this training or you need a refresher course, speak to your mentor early-on about completing the required training.