

Undergraduate Research Experiences (URE) Module: Summary

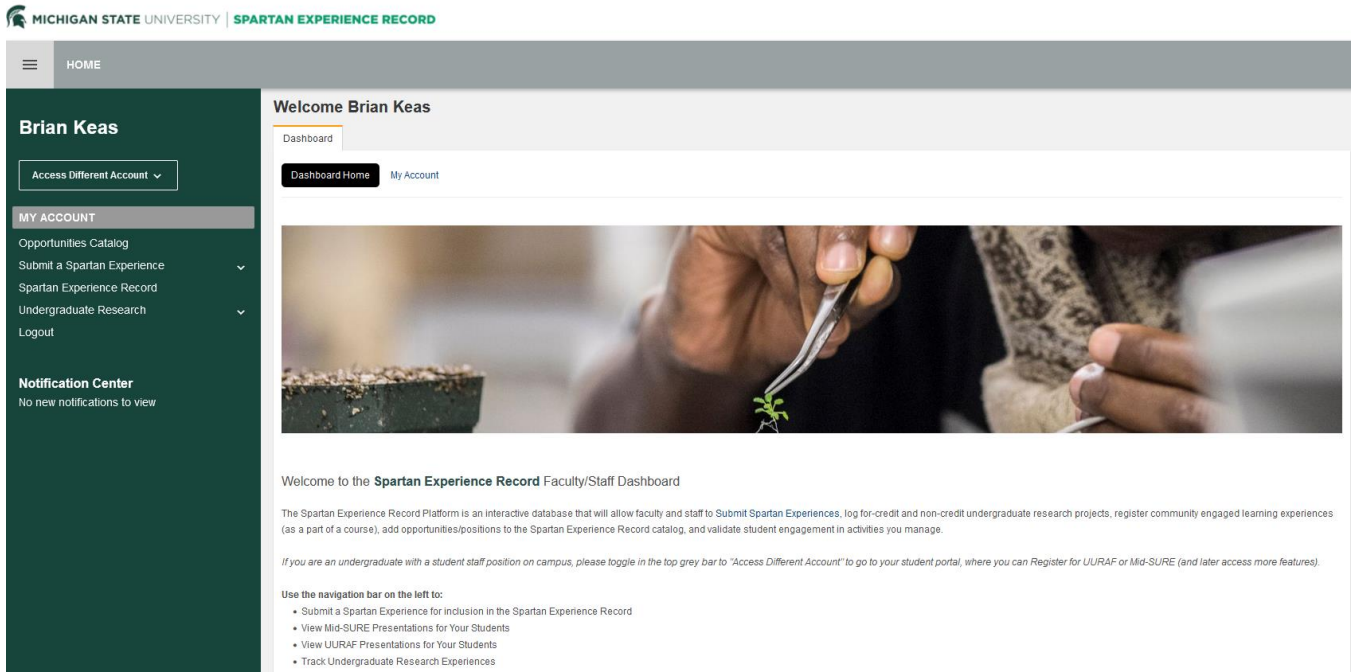
The **Spartan Experience Record (SER)** is a university sanctioned co-curricular record that captures a student's out-of-classroom experiences in ten distinct areas: education, community engagement, creativity, leadership, internships, involvement, intercultural experiences, advocacy, wellness and research/scholarship. This holistic view of a student's time at MSU is captured through the SER website (<https://ser.msu.edu/>)

The **Undergraduate Research Experience (URE) module** collects information about the research, scholarship and creativity activities that undergraduates are engaging in. While this data ultimately ends up on a student-centered document – the SER – the data collected can be used by both faculty and administrators to create a comprehensive view of the undergraduate research activities at MSU across the entire campus.

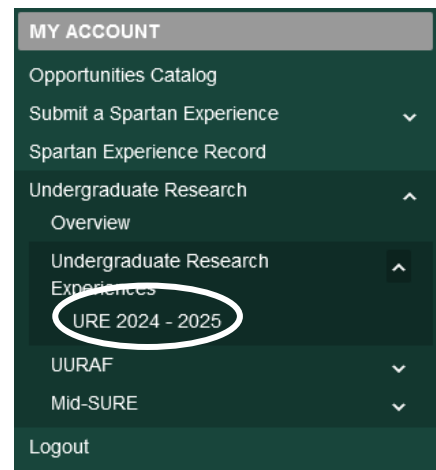
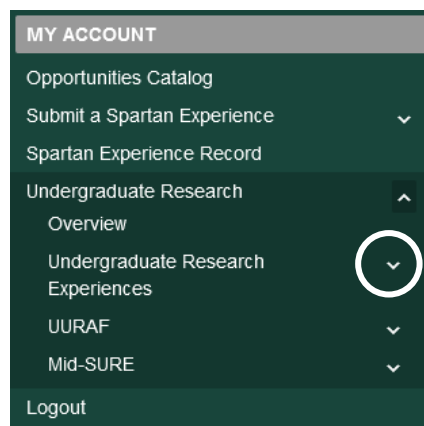
In addition to demonstrating the numbers of student and mentors in the different colleges and departments at MSU, the learning outcomes that students are achieving through their mentored scholarly experiences can also be quantified. For example, more than half of the submitted 2023-24 UREs (57.2%) report that students have demonstrated critical thinking and inquiry through their undergraduate research experience. When coupled with the demographic information that can be pulled through NetIDs, the information can be used to uncover trends in participation and how undergraduate research positively supports a student's journey to career readiness at MSU.

Undergraduate Research Experiences (URE) Module: A Guide for Mentors

Step 1: Log on to the SER at <https://ser.msu.edu>. After logging in, your home page will look something like this:



Step 2: Go to the menu on the left, search for **Undergraduate Research**, and click the arrow to access the dropdown menu (circled in the image below). Click **Undergraduate Research Experiences**, then choose the academic year that the undergraduate research experience will take place in.



Step 3: On the Undergraduate Experiences page, select the black circle with three dots in the lower right corner.

MICHIGAN STATE UNIVERSITY | SPARTAN EXPERIENCE RECORD

HOME

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Opportunities Catalog

Submit a Spartan Experience

Spartan Experience Record

UNDERGRADUATE RESEARCH EXPERIENCES

Overview

UNDERGRADUATE RESEARCH EXPERIENCES

URE 2024 - 2025

URE 2023 - 2024

UURAF

Mid-SURE

Logout

Notification Center

No new notifications to view

Undergraduate Research Experience 2024 - 2025

The **Undergraduate Research Experience (URE)** module helps students and their research mentors track and receive recognition for their undergraduate research and creative projects. The module works two ways:

- (1). Students submit a research/creative experience and then their research mentor will validate the submission. Validating means that the mentor agrees with the description and amount of work completed.
- (2). Research mentors can submit a description of a research/creative project on behalf of students, which means that the mentor generates the title and description and adds students to the project. If a mentor submits a project, it is automatically validated.

You will need the following information to submit a project:

- Title of the research or creative project (Note: 80 character limit including spaces)
- Brief description of project focusing on your work or role on the project (200 character limit with spaces)
- Start and end dates of your time on the project
- Approximate average time (hours) spent each week on the project
- Name of research mentor

To submit a research or creative experience, click the action button (black circle with 3 dots) in lower right corner.

Note – any previously submitted UREs will be at the bottom of the page.

Step 4: When you click the black circle, options will appear. Select “**Add Undergraduate Research Experience.**”

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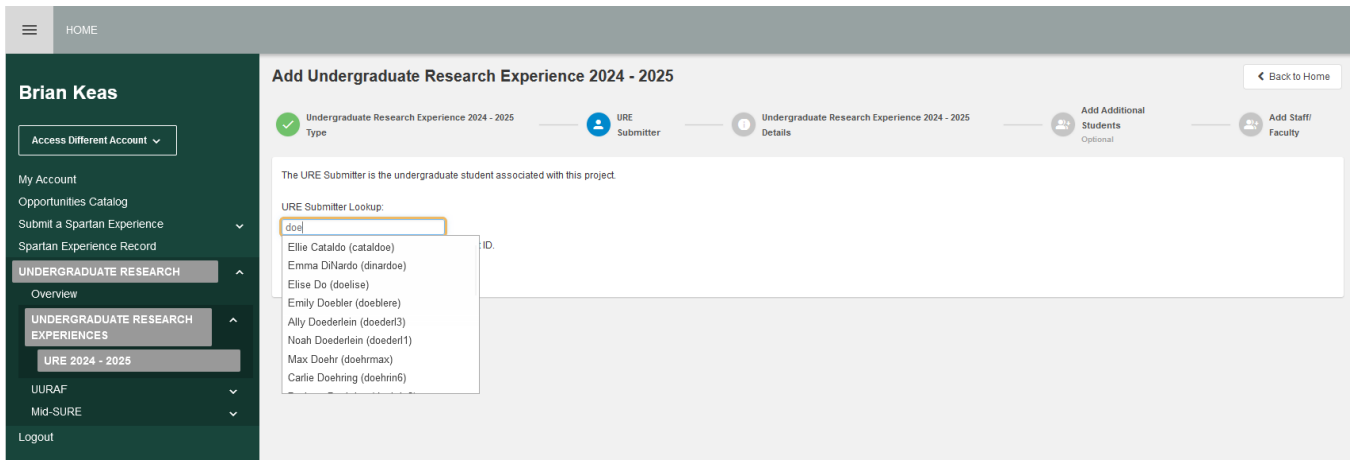
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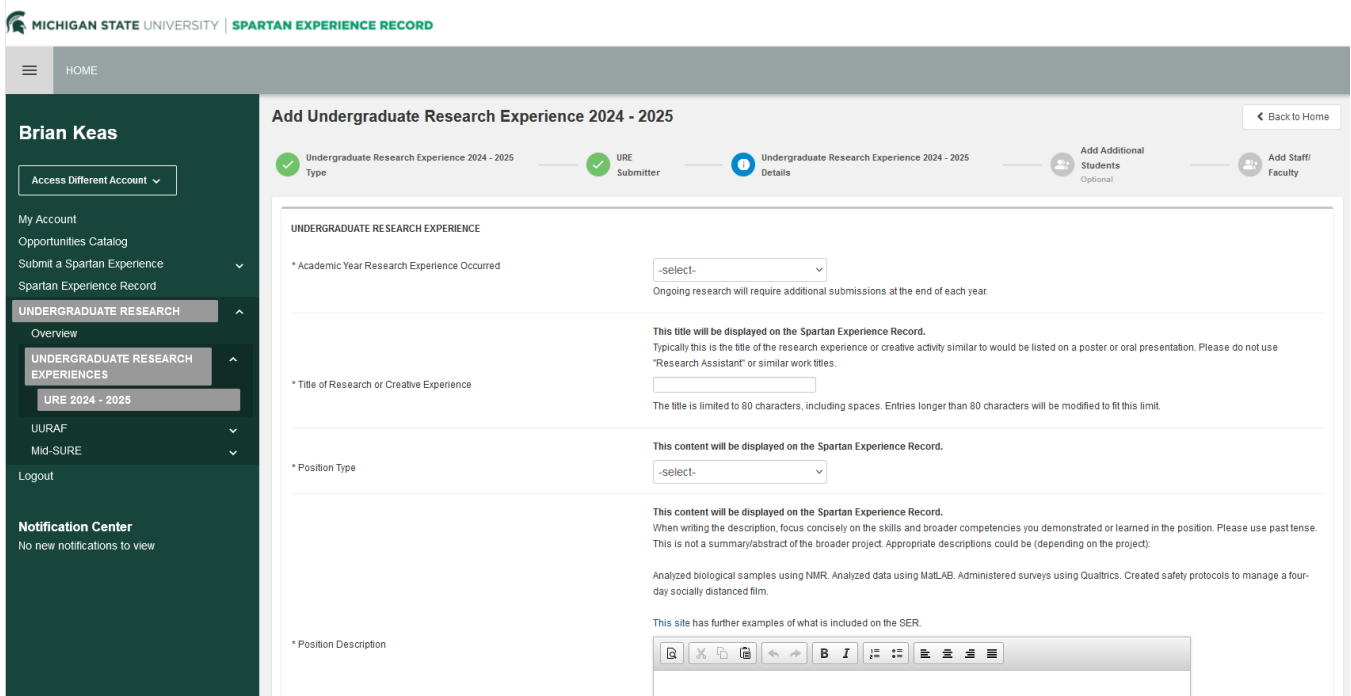
Actions

Add Undergraduate Research Experience 2024 - 2025

Step 5: Enter your student's name by typing their name or MSU NetID. A list of possible names will appear. When you see their name, select it and click **Next**. Be patient – sometimes it takes a few seconds for the student list to appear.



Step 6: Complete the information requested including: time period of the research or creative experience, title of research/creative experience, the student's position type (Undergraduate Research Assistant, Undergraduate Creative Assistant, Professorial Assistant or Performer), a brief description of the duties that the student will be responsible for, the college or division of research of the mentor (which is you), your academic department and the learning outcomes associated with the experience. (A full list of LOs is listed at the end of this document.)



Please adhere strictly to character limits for the Title and Position Description.

Step 7: Add the names of additional students if more than one student worked on the project. You can search by MSU NetID or by their names. If only one student worked on the project, select **“Next.”**

Add Undergraduate Research Experience ← Back to Home

Undergraduate Research Experience Type ✓ URE Submitter ✓ Undergraduate Research Experience Details ✓ Add Additional Students (Optional) Add Staff/Faculty

Add Additional Students Connection to Undergraduate Research Experience

If you have additional students connected to this submission please search and add them!

Connect a Person to this Undergraduate Research Experience. They must belong to one of the following groups: Student

User Look-up

Search for a user by first or last name, email address, username, or user ID.

Action User

Next

Step 8: Add yourself to the project as the research mentor. Additional faculty/staff (i.e., graduate students, postdocs, research associates) also can be added. Once finished, select **“Complete.”**

Add Undergraduate Research Experience ← Back to Home

Undergraduate Research Experience Type ✓ URE Submitter ✓ Undergraduate Research Experience Details ✓ Add Additional Students (Optional) Add Staff/Faculty

Add Staff/Faculty Connection to Undergraduate Research Experience

Use the search box below to add the Staff/Faculty user associated with your research!

Connect a Person to this Undergraduate Research Experience. They must belong to one of the following groups: Staff / Faculty

User Look-up

Search for a user by first or last name, email address, username, or user ID.

Action User

Complete

! At this point, the entry is listed as **“Pending”**: !

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HOME

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Social Media as a Way to Promote Undergraduate Research PENDING

Undergraduate Research Experience Details Map Records

Edit
Clone
Update Pending status
Change to approved & active
Change to approved & inactive
Change to declined
Create Record

Step 9: If you are happy with the entry and wish for the UR office to create the record, you need to change the status to **“Approved & Active”** (you can access this menu using the three black dots at the bottom right of the window). Once Approved, the UR office will create the records for the student at the end of the semester and this research experience will appear on the student’s [Spartan Experience Record](#).

Example Undergraduate Research Experiences in the SER:

Spartan Spartan

You entered the 'Position Type'

You entered a 200-character maximum 'Position Description'

RESEARCH

2021-2022

PROFESSORIAL ASSISTANT

Survival of Salmonella During the Long-Term Storage of Multiple Sugar Products
College of Engineering

8/28/2021-11/24/2021

POSITION DESCRIPTION

Used wet and dry inoculation protocols to assess bacterial survival in sugar-containing materials as a function of time and temperature. Analyzed data using ANOVA and ANCOVA.

AS A RESULT I LEARNED TO...

- Analyze and evaluate data
- Apply knowledge to solve real world problems
- Balance priorities and manage time
- Practice critical thinking and inquiry

You entered the 'Start and End Dates' of the experience

You entered 3-5 'Learning Outcomes'

CREATIVE ASSISTANT

Creating a Film in a Post-Pandemic World
College of Communication Arts and Sciences

9/1/2021-12/5/2021

POSITION DESCRIPTION

Created and produced a 20-minute film using technology aided methods to manage remote casting, table-reads, scouting, and design. Created safety protocols to manage a four-day socially distanced film.

8 hours per week

AS A RESULT I LEARNED TO...

- Develop an action plan to achieve set goals
- Engage in creative/innovative design processes
- Foster a safe environment (and respond to crisis)
- Utilize knowledge and skills in professional settings
- Utilize multiple media to communicate

You entered the average 'Time Commitment' per week

UNDERGRADUATE RESEARCH ASSISTANT

Correlating the Number of Supreme Court Appearances with a Favorable Result
College of Social Science

1/1/2022-5/15/2022

POSITION DESCRIPTION

Analyzed attorney data from Supreme Court briefs submitted to the court between 1979-2008. Researched attorneys' firms and recorded win rates and locations. Created graphs to display findings.

5 hours per week

AS A RESULT I LEARNED TO...

- Analyze and evaluate data
- Apply knowledge to solve real world problems
- Practice critical thinking and inquiry

You entered an 80-character maximum 'Title' for the Research or Creative Experience

SER Learning Outcomes

Advocate for myself and others
Analyze and evaluate data
Apply knowledge and skills in professional settings
Apply knowledge and skills to develop purpose
Apply knowledge to solve real world problems
Articulate personal skillsets or values
Balance priorities and manage time
Build creative/innovative design processes
Build or support inclusive communities
Collaborate or build healthy relationships
Contribute to a team or community
Contribute to health and well-being of self and others
Demonstrate effective interpersonal communication
Demonstrate financial responsibility
Develop an action plan to achieve set goals
Enact policy/procedures to foster a safe environment
Facilitate and support course learning
Facilitate learning through peer-to-peer interactions
Lead a presentation, meeting, or workshop
Learn/understand cultures and perspectives different from my own
Make informed, ethical decisions
Practice critical thinking and inquiry
Promote social and civic responsibility
Understand connections between culture, society, politics, and arts
Use context appropriate leadership strategies
Use inclusive and equitable practices to inform actions
Utilize multiple media to communicate
Work effectively in a diverse environment