

Undergraduate Research Experiences (URE) Module: Summary

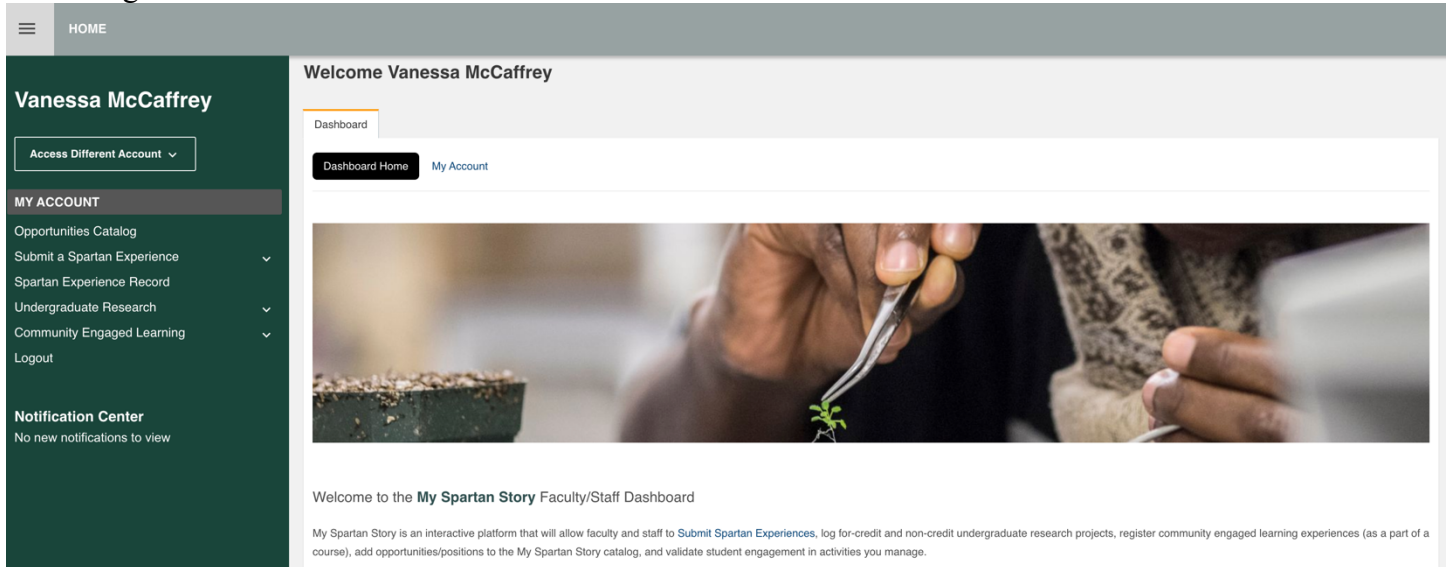
The Spartan Experience Record (SER) is a university sanctioned co-curricular record that captures a student's out-of-classroom experiences in ten distinct areas: education, community engagement, creativity, leadership, internships, involvement, intercultural experiences, advocacy, wellness and research/scholarship.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

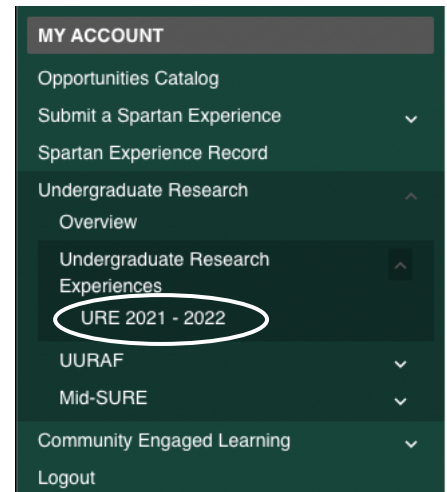
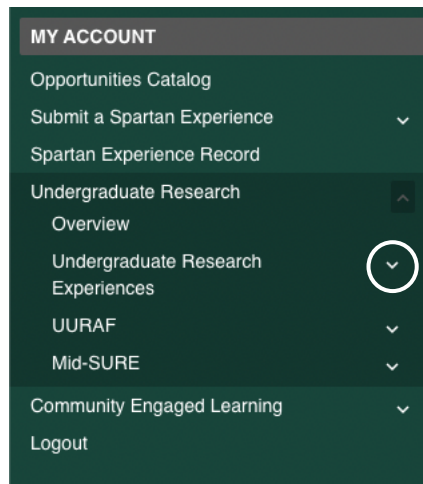
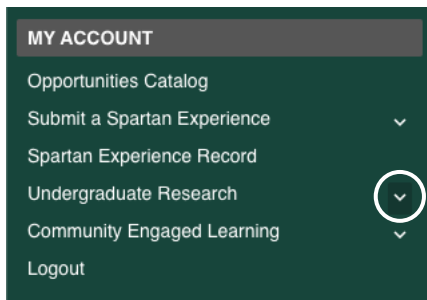
In addition to demonstrating the numbers of student and mentors in the different colleges and departments at MSU, the learning outcomes that students are achieving through their mentored scholarly experiences can also be quantified. For example, almost half of the submitted UREs (45.2%) report that students 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 My Spartan Story at <https://mystory.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 drop-down 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 Research Experience page, select the black circle with the three dots in the lower right corner.

HOME

Vanessa McCaffrey

Access Different Account ▾

My Account
Opportunities Catalog
Submit a Spartan Experience ▾
Spartan Experience Record

UNDERGRADUATE RESEARCH ▾

Overview
UNDERGRADUATE RESEARCH EXPERIENCES ▾
URE 2021 - 2022
UURAF ▾
Mid-SURE ▾
Community Engaged Learning ▾
Logout

Notification Center
No new notifications to view

Undergraduate Research Experience 2021 - 2022

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 project (80 character limit including spaces)
- Brief description of project: Describe your work/role on the project (200 character limit with spaces)
- Start and end dates
- Intended contact hours, per week, month, or semester
- Name of research mentor

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

My active Undergraduate Research Experience connections

Social Media as a Way to Promote Undergraduate Research [View](#)

Red arrow pointing to the black circle with three dots in the bottom right corner.

Note – you can see the UR experiences that you have already submitted at the bottom of the screen.

Step 4:

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

Undergraduate Research Experience 2021

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- Brief description of project: Describe your work/role on the project (200 character limit with spaces)
- Start and end dates
- Intended contact hours, per week, month, or semester
- Name of research mentor

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

Actions

- ADD UNDERGRADUATE RESEARCH EXPERIENCE**
- MY UNDERGRADUATE RESEARCH EXPERIENCES**

Red arrow pointing to the 'ADD UNDERGRADUATE RESEARCH EXPERIENCE' option.

Step 5: Enter your student's name by typing their name or their MSU Net ID. When you see their name, select it and then click **Next**.

Step 6: Complete the information requested: time period of research experience, title of research project, 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.)

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

The screenshot shows the 'Add Undergraduate Research Experience' form at Step 7. The progress bar at the top indicates that 'Undergraduate Research Experience Type', 'URE Submitter', and 'Undergraduate Research Experience Details' are completed, while 'Add Additional Students' and 'Add Staff/Faculty' are optional and not yet completed. The main heading is 'Add Additional Students Connection to Undergraduate Research Experience'. Below this, a message states: 'If you have additional students connected to this submission please search and add them!'. On the left, there is a 'User Look-up' section with a search box and instructions: 'Search for a user by first or last name, email address, username, or user ID.' On the right, there is a table with two columns: 'Action' and 'User'. Below the table is a green 'Next' button.

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

The screenshot shows the 'Add Undergraduate Research Experience' form at Step 8. The progress bar at the top indicates that 'Undergraduate Research Experience Type', 'URE Submitter', and 'Undergraduate Research Experience Details' are completed, while 'Add Additional Students' is optional and completed, and 'Add Staff/Faculty' is not yet completed. The main heading is 'Add Staff/Faculty Connection to Undergraduate Research Experience'. Below this, a message states: 'Use the search box below to add the Staff/Faculty user associated with your research!'. On the left, there is a 'User Look-up' section with a search box and instructions: 'Search for a user by first or last name, email address, username, or user ID.' On the right, there is a table with two columns: 'Action' and 'User'. Below the table is a green 'Complete' button. At the bottom left, there is a link: 'Add users in bulk'.

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

The screenshot shows the Michigan State University My Spartan Story interface. The user is Vanessa McCaffrey. The main heading is 'Social Media as a Way to Promote Undergraduate Research'. Below this, the status is 'PENDING'. There are tabs for 'Undergraduate Research Experience Details', 'Map', and 'Records'. On the right side, there is a dropdown menu with options: 'Edit', 'Clone', 'Update Pending status' (selected), 'Change to approved & active', 'Change to approved & inactive', 'Change to declined', and 'Create Record'.

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). When this is done, 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](#).

Full List of Learning Outcomes (LOs):

1. Advocate for myself and others
2. Analyze and evaluate data
3. Apply boundary crossing competencies
4. Apply knowledge and skills in professional settings
5. Apply knowledge and skills to develop purpose
6. Apply knowledge to solve real world problems
7. Balance priorities and manage time
8. Build and support inclusive communities
9. Challenge power, privilege, and oppression
10. Demonstrate effective interpersonal communication
11. Develop an action plan to achieve set goals
12. Effectively collaborate and build relationships
13. Effectively engage in community
14. Engage in creative/innovative design processes
15. Practice critical thinking and inquiry
16. Promote socially just change
17. Utilize multiple media to communicate
18. Work effectively in a diverse environment

Sample Sets of LOs:

A project in STEM investigating the reactivity of catalysts could have the following LOs:

1. Analyze and evaluate data
2. Balance priorities and manage time
3. Develop an action plan to achieve set goals
4. Engage in creative/innovative design processes
5. Practice critical thinking and inquiry

A project curating a selection of prison poetry for publication could have the following LOs:

1. Advocate for myself and others
2. Promote socially just change
3. Work effectively in a diverse environment

A project characterizing Martian soils could have the following LOs:

1. Analyze and evaluate data
2. Apply knowledge and skills in professional settings
3. Apply knowledge to solve real world problems
4. Balance priorities and manage time