



## RESEARCH PRACTICUM FOR URA SCHOLARS – FALL 2018

### WHAT IS THE PRACTICUM?

The UMBC Career Center's Intern Success Practicum (PRAC 95/98/99) is a zero-credit, pass/fail course for any undergraduate or graduate student who is completing a substantial internship or research experience. **All URA Scholars are enrolled in the research section of the Practicum for the Fall 2018 semester.** The Practicum supplements the URA Scholars program by tracking your progress and providing support, structure, and professional development to help you succeed in your on-campus research. Upon successful completion, you will receive a "Research Experience" notation on your transcript. The Practicum is free of cost.

### LEARNING OBJECTIVES:

1. Gain an understanding of professionalism in research settings, including problem-solving, communication, self-advocacy, and networking.
2. Understand the importance of goal-setting and create goals that inform your long-term career plans.
3. Develop critical reflection skills to continually assess your research experience.
4. Identify and articulate your skills, strengths, areas for growth, and values related to your career.
5. Reflect on how your research experience connects with your academic learning.

**REGISTRATION:** As a URA Scholar, you will be registered on your behalf. The Practicum should appear on your course schedule for Fall 2018 and in Blackboard.

### EARNING ACADEMIC CREDIT

Depending on your major, you may be able to earn credit for your research through an internship/research course in your academic department. Please contact [internships@umbc.edu](mailto:internships@umbc.edu) if you are interested in this option. **Faculty make the final determination of whether your experience qualifies for credit, and YOU are responsible for enrolling yourself in any for-credit course.**

**GRADING:** Pass/fail. Incompletes may be granted in special cases, only if requested prior to the end of the term.

**DROPPING & WITHDRAWING:** If you are no longer participating in your URA experience, you must first notify the Office of Undergraduate Research and return your funding. To drop the Practicum, please follow the Registrar's [posted deadlines](#) for all UMBC courses. You will need to drop by September 12 to avoid a W.

**ACCOMMODATIONS:** UMBC is committed to eliminating discriminatory obstacles that may hinder students based on a disability. UMBC's Student Disability Services (Math/Psychology, room 212, 410-455-2459) assists students with disabilities to:

- Receive and maintain confidential files of disability-related documentation and certify eligibility for services
- Determine reasonable accommodations you may need for your experience and/or the Practicum, and develop a plan
- Serve as a liaison between UMBC faculty and students regarding disability-related issues

**UMBC STATEMENT OF VALUES FOR ACADEMIC INTEGRITY:** When enrolling in a course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, or helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Such academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. To read the full Student Academic Conduct Policy, consult [UMBC policies](#) or the [Faculty Handbook](#) (Section 14.3). For graduate courses, see the [Graduate School](#).

### WHO IS MY PRACTICUM COORDINATOR?

Your Coordinator is your advocate and primary Career Center point of contact throughout the Fall semester. We will remind you of Practicum assignments, answer your questions, and support you in any concerns or challenges. [See the list of Coordinators.](#)

## URA & PRACTICUM REQUIREMENTS

This list includes your URA deadlines throughout the year, including the Fall 2018 Practicum assignments.

- 1. CONTRACT SIGNING MEETING** **May 9, 2018**  
Attend to complete your URA paperwork, designate your funding option, and have your head shot taken.
- 2. ORIENTATION TO PROFESSIONALISM IN RESEARCH** **DUE: Sept. 12, 2018 (first 2 weeks)**  
The goal of this online orientation and quiz is to help you succeed in your URA experience. Please complete this at the beginning of your URA experience. (Link to come.)
- 3. LEARNING GOALS** **DUE: Sept. 12, 2018 (first 2 weeks)**  
Collaborate with your research mentor to create 3-6 thoughtful learning goals and action items.
  - Log into [UMBCworks](#). Under the Shortcuts, click "Practicums."
  - Click Edit underneath your URA experience, complete all required fields and submit.
- 4. PROFESSIONAL DEVELOPMENT WORKSHOPS (2)** **DUE: Available through Dec. 10**  
Select two workshops to enhance your professional growth. The UMBC Office of Undergraduate Research will offer three workshops specifically relevant to research, so please consider choosing those. However, you may select any from the [full list of Practicum workshops](#). (Typically 15+ are offered; this will be updated at the semester's start.) **Pre-registration is NOT required!**
- 5. MID-SEMESTER REVIEW** **DUE: Between Oct. 12 –Nov. 2**  
This is a brief, informal check-in between you, your research mentor, and your Practicum Coordinator. It may be conducted either in person or by phone. The goal is to reflect on your experience so far, ensure that your URA is progressing well, and to address and resolve any issues. (Link to come.)
- 6. END-OF-SEMESTER EVALUATIONS** **DUE: Dec. 10, 2018**  
Log into [UMBCworks](#). Under the Shortcuts, click "Practicums."
  - Under your URA experience, submit the **Student Evaluation** and **Site Evaluation**.
  - Ensure that your mentor submits your **Performance Evaluation**, verifying your successful completion of your research. This will be directly emailed to your mentor near the semester's end. We encourage you to discuss your evaluation together.
- 7. PRESENT AT URCAD** **April 24, 2019**  
URA Scholars are required to present at UMBC's Undergraduate Research & Creative Achievement Day. During the Spring semester, the Office of Undergraduate Research will offer workshops on preparing for URCAD and submission to the *UMBC Review*. View the schedule on the [URA Current Scholars page](#).
- 8. FINAL REPORT** **DUE: May 31, 2019**  
In May, you will submit an 8-10 pg. report summarizing your research and the distribution of your funding. You are welcome to turn it in early. This can be something already written for the *UMBC Review*, a lab report, or capstone based on your research. See guidelines on the [URA Forms page](#).

As you finish your URA, please remember to send your mentor a thank-you note. You may also want to request a letter of recommendation to keep on file for graduate school, fellowships, or jobs/internships.

### \* \* \* THE PROFESSIONAL EDGE BADGE \* \* \*

Practicum students who earn a strong performance evaluation and complete all assignments are eligible to **submit a 1-2 minute video** to earn the **Professional Edge badge**, awarded by the University System of Maryland. With the badge, you'll get a digital badge to display in your public profiles, plus opportunities to meet employers and be featured as a top intern.

