



Ronald E. McNair Postbaccalaureate Achievement Program

Program Participation Agreement

This is an agreement between the McNair Scholars Program at Oklahoma State University, and the individual named below:

I, _____, a McNair Scholar, understand and agree to the following terms and conditions governing all participants in the McNair Program:

I. Program Activities

I will attend all activities sponsored by the OSU McNair Program, including but not limited to:

- McNair workshops and seminars
- Research presentations by McNair scholars
- Visits to academic and professional institutions (if eligible)
- Welcome Back meetings, orientations, and planned cultural events
- Designated speakers, workshops, or other academic events

II. Academic Counseling and Monitoring

- Meet with the Assistant Director at least twice a month to monitor academic progress and update short- and long-term goals.
- Meet with the Director at least once each semester.
- Contact program staff immediately to arrange tutorial services when experiencing academic difficulties.

III. Graduate School Preparation

- Prepare for and take requisite graduate school entrance examinations and submit the scores to the Assistant Director.
- Develop a graduate admission portfolio and apply to at least five graduate schools. A completed graduate admission portfolio includes:
 - Timeline based on applicable admission and financial aid deadlines
 - Personal statement
 - Academic transcripts
 - Copies of completed recommendation forms and/or copies of letter for recommendations
 - Completed application email confirmation
 - GRE registration dates and scores
 - Update CV
- Allow the McNair Program to use photographs or videotapes of me in publications and promotional materials for the Program.
- Allow the McNair Program to use data collected about me through my participation in the program in research designed to explore the effectiveness of the program.



- Notify McNair program staff of all graduate schools to which you apply.
- Notify McNair program staff of all graduate schools to which you are accepted.
- Notify McNair program staff of the school which you will attend, along with any financial aid information from that institution (this is required by federal regulations).

IV. Ongoing Commitments

- Maintain a GPA of 3.0 or above in each semester you participate in the OSU McNair Program and remain in good academic standing according to OSU academic standards.
- Return forms to McNair Program within one week of receipt.
- Check your OSU email for McNair correspondence daily.
- Notify McNair program staff at least 24 hours in advance of any appointment cancellation, or no less than 24 hours after a missed appointment due to personal emergency.
- Notify McNair program staff of any and all potential schedule conflicts, including but not limited to, class time conflicts, vacation or other travel or personal emergency.
- Notify McNair program staff of any changes in academic status and contact information.
- Notify McNair program staff of graduate school acceptances, graduate enrollment status, honors and academic degrees.
- Participate in program evaluation and follow-up surveys as required by federal regulation.
- Share program experiences to assist new McNair scholars.
- Update your graduate enrollment status and some limited personal information including but not restricted to your address over the next 10 years.
- Comply with all federal, state and local laws and all University regulations and procedures when participating in program activities.
- Behave in a professional manner with all members of the university community and conduct myself in a manner befitting a Ronald E. McNair Scholar.
- As part of my participation in the McNair Scholars program, I agree to cooperate with follow-up surveys for the annual report to the Department of Education.

V. Academic Year Research and Summer Research Experience

- I will participate fully in research as a McNair Scholar by accomplishing the following tasks:
**Please note that more detailed contracts will be required at the beginning of the Pre-Summer Research Internship (Pre-SRI) and the Summer Research Institute (SRI).*
 - Select a faculty mentor.
 - Flush out proposed research project.
 - Assist faculty mentor with an ongoing research program, maintaining records of your work.
 - Apply for a Summer Research Internship either at OSU or at another institution.
 - If selected for participation in the McNair summer research program or non-McNair summer research program, I agree to complete that program and to comply with the requirements of that program.
 - Complete CITI Training.



Participation Statement

I understand that participation in the Oklahoma State University McNair Scholars Program is both an academic year and summer commitment. If selected as a McNair Scholar, I will participate in appropriate seminars, secure external research experience or participate in the Summer Research experience and will enroll in independent studies (UNIV 4990 or its equivalent) as defined by the program. I will maintain satisfactory academic progress, take the Graduate Record Exam (GRE), and apply to graduate school with the intent to immediately enter a graduate program upon completion of my bachelor's degree. The McNair Scholars Program will assist me in these tasks. If my goals change so that they no longer include graduate school, I will notify the program coordinator immediately.

As a McNair Scholar, I will present my research at least twice at a state, regional, or national conference if my abstract is accepted during my time within the program. I will participate in the OSU Undergraduate Research Symposium.

The McNair Program at OSU recognizes that students have many responsibilities and very demanding schedules. However, Program requirements are intended to enhance my undergraduate experience and graduate school success.

Failure to comply with the McNair Program requirements (i.e., failure to submit documentation or assignments, or unexcused absence from program events) is considered an infraction. The following details the procedure that will be followed for each violation:

- *First infraction: I will receive a written warning from the McNair Staff.*
- *Second infraction: I will meet with the McNair Director.*
- *Third infraction: At the discretion of the Director, I may receive a written recommendation from the Program Director for termination out of the program.*

I understand that a central part of my role as an Oklahoma State University McNair Scholar will be to participate in good faith in creating and maintaining a scholarly learning community among program participants, staff, and faculty mentors. I hereby certify that I have read the Program Participation Agreement. I fully understand the meaning and agree to the conditions for acceptance and/or continuation in the Oklahoma State University McNair Scholars program. I understand that at the conclusion of each regular semester, the McNair staff (Assistant Director or Director) will discuss my eligibility to continue in the program. Further, I understand that failure to comply with the rules governing the program is grounds for my dismissal from it. My eligibility to continue as a McNair Scholar is also affected by changes in the direction of my originally stated academic and career goals if they no longer fit the program mission. As long as I meet all the program expectations and maintain good quality of work, I am eligible to receive a stipend of \$2,800 during my summer internship.

Signature: _____ Date: _____

Please upload this document to your McNair Application