INFORMATION PACKET

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# BUTLER SUMMER INSTITUTE

## IMPORTANT DATES

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE/TIME</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information Session</strong> for Prospective BSI Scholars</td>
<td><strong>October 4</strong>  2:00 PM</td>
<td>JH 141</td>
</tr>
<tr>
<td><strong>Statement of Intent to Apply Submission Deadline</strong></td>
<td><strong>November 1</strong> Noon</td>
<td>Complete Form</td>
</tr>
<tr>
<td><strong>Prospective Faculty Mentor Informational Luncheon</strong></td>
<td><strong>November 29</strong> Noon</td>
<td>AU 111</td>
</tr>
<tr>
<td><strong>Project Proposal Submission Deadline</strong></td>
<td><strong>January 31</strong> Noon</td>
<td>Submit electronically to: <a href="mailto:bsi@butler.edu">bsi@butler.edu</a></td>
</tr>
<tr>
<td><strong>BSI Scholars Announced</strong></td>
<td><strong>late March</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mandatory BSI Orientation Meeting</strong></td>
<td><strong>March 27</strong>    2:00-3:00 PM</td>
<td>AU 326</td>
</tr>
<tr>
<td><strong>Butler Summer Institute</strong></td>
<td><strong>May 11-July 11</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: If you submitted a Statement of Intent to Apply, you must **manually enter** bsi@butler.edu into the e-mail that contains your official application submission.

Failure to do so will result in your submission not being received and not being considered. You will receive a confirmation e-mail once you submit your application.
# Butler Summer Institute

## Student Scholars’ Fact Sheet

| BSI Overview | The Butler Summer Institute (BSI) is designed to allow a student to pursue a significant research question, contribute significantly to a scholarly conversation, or produce creative work while being mentored by a faculty member and being supported by a community of equally enthusiastic students. Those accepted into the BSI will:
| Work closely with a faculty member to create original scholarship or creative work;  
| Work and live with other Butler students who are equally engaged in scholarship or creative endeavors;  
| Produce work worthy of acceptance at a professional conference or in a professional publication; and  
| Experience transformational learning. |

<table>
<thead>
<tr>
<th>BSI Dates</th>
<th><strong>May 11-July 11</strong></th>
</tr>
</thead>
</table>

| BSI Application Deadline | **January 31 no later than noon**
All completed project proposals (including the faculty mentor recommendation form) must be submitted **no later than noon** to bsi@butler.edu Students interested in applying should also submit a [Statement of Intent](#) form that indicates the student is going to apply for the BSI and has identified a tentative project and faculty mentor. The Statement of Intent is due **November 15 no later than noon**. |

| BSI Benefits | • $4500 stipend  
| Housing Allowance to live on campus during the BSI  
| Participation in events scheduled during BSI |

| BSI Requirements | • Attend BSI Orientation Meeting  
| Attend weekly Research Recaps  
| Attend Events  
| Attend all BSI Poster and Oral Presentations for the duration  
| Attend Closing Lunch  
| Deliver two (2) presentations based on your research project:*  
| - Presentation 1: Delivered at the conclusion of the BSI and must be targeted to a general audience  
| - Presentation 2: Delivered at a venue of the scholar’s choosing and must be targeted to a discipline-specific audience  

*The scholar, in consultation with the faculty mentor, will decide whether to deliver a poster or oral presentation. |

| BSI Restrictions | Those students accepted into the BSI will **not** be able to:  
| Live off campus (unless prior approval is granted by the BSI Director), or  
| Be employed during the BSI session. |

| Application Process | • Identify a specific area of inquiry and generate a tentative plan of study  
| Identify and Secure a faculty mentor based on tentative plan of study  
| Complete and Submit the Statement of Intent (optional)  
| Complete and Submit the BSI Proposal |
**BSI Overview**

The Butler Summer Institute (BSI) is designed to allow a student to pursue a significant research question, contribute significantly to a scholarly conversation, or produce creative work while being mentored by a faculty member and being supported by a community of equally enthusiastic students.

Those students accepted into the BSI will:
- Work closely with you to create original scholarship or creative work;
- Work and live with other Butler students who are equally engaged in scholarship or creative endeavors;
- Produce work worthy of acceptance at a professional conference or in a professional publication; and
- Experience transformational learning.

**BSI Dates**

**May 11-July 11**

**BSI Faculty Mentor Recommendation Form Deadline**

*January 31 no later than noon*

Each application must contain a completed recommendation form from the proposed faculty mentor. The completed recommendation form will be sent to you automatically once your student completes her/his Statement of Intent to Apply form.

Students who attend the Information Session may also submit a Statement of Intent form that indicates the student is going to apply for the BSI and has identified a tentative plan and faculty mentor.

Applicant’s Statement of Intent is due **November 15 no later than noon**

**BSI Benefits**

- $1000 in professional development funds
- Free admission to cultural events scheduled during the BSI

**BSI Requirements**

- Work with mentee to create a feasible research project and a schedule of events, complete with specific due dates
- Supervise all student work—if you will be gone at any time during BSI, you will need to identify another faculty member to serve in your absence
- Attend scheduled weekly breakfast and lunch meetings (mentors will be asked to attend only one breakfast/lunch)
- Attend BSI Poster and Oral Presentations*
- Attend Wrap Up Lunch
- Ensure Mentees Deliver **two (2)** presentations based on their research project:*
  - Presentation 1: Delivered at the conclusion of the BSI and must be targeted to a general audience
  - Presentation 2: Delivered at a venue of the scholar’s choosing and must be targeted to a discipline-specific audience

*The scholar, in consultation with the faculty mentor, will decide whether to deliver a poster or oral presentation.

**BSI Restrictions**

*Due to space limitations, each Faculty Mentor is limited to recommending only two (2) students for both the BSI and CHASE Scholars*

Students accepted into the BSI will **not** be able to:
- Live off campus (unless prior approval is granted by the BSI Director), or
- Be employed during the BSI session.

**Student Application Process**

- Identify a specific area of inquiry and generate a tentative plan of study
- Identify and Secure a faculty mentor based on tentative plan of study
- Complete and Submit the Statement of Intent (optional)
- Complete and Submit the BSI Proposal
The BSI Faculty Mentor is integral to the success of each BSI Scholar’s project. Mentors’ primary duties are to provide BSI Scholars with guidance and support, to act as a role model, and to facilitate the development of the Scholars’ skills.

Prior to the submission of applications, mentors are pivotal in helping their students be selected as BSI Scholars by meeting with potential BSI Scholars well before the application deadline to discuss the development of the BSI project and possible presentation/publication outlets as well as to offer feedback as the student completes various drafts of the application. If a mentor’s student is selected as a BSI Scholar, the mentor is instrumental in making sure the BSI experience is a rewarding one.

**BSI Faculty Mentor Responsibilities:**

- Assist your student in developing a project that is within the student’s abilities is appropriate for the given timeframe. The Programs for Undergraduate Research (PUR) Committee gives preference to original projects that have the potential for publication or presentation at a conference.
- Ensure that your student is adequately trained in the proper methodology and techniques of the research process as well as be sure they understand the importance of ethical behavior (this also includes assisting your student with the Institutional Review Board process, if applicable).
- Supervise your student closely during their project.
- Schedule regular meetings with your student to ensure progress and communicate clear standards of progress to your student.
- Foster opportunities for your student to talk to others about their research as students typically need lots of practice talking about their research effectively.
- Encourage your student to submit research findings for presentation at a competitively-reviewed conference.

**BSI Faculty Mentor Criteria:**

**BSI Faculty Mentor Rank.** BSI Faculty Mentors may be tenured faculty, tenure-track faculty, lecturers, or academic staff members with terminal degrees. If an applicant identifies an adjunct faculty member as a BSI Faculty Mentor, the applicant will also need to secure a co-mentor who is a tenure-track faculty member, a tenured faculty member, a lecturer, or an academic staff member with a terminal degree.

**BSI Faculty Co-Mentors.** The PUR Committee certainly appreciates the value of interdisciplinary work and recognizes that some applicants will want to work with two mentors. If this is the case, applicants must provide a rationale for having co-mentors (this information would be appropriate to include in the Methodology section) and must also clearly identify when they will be working with each mentor in the timeline.

Due to space limitations, each Faculty Mentor is limited to recommending only two (2) students for both the BSI and CHASE Scholars.

1These responsibilities are adapted from Tarleton State University
BSI Proposals are due *no later than* January 31 at noon
Proposals should be submitted electronically to bsi@butler.edu

Your proposal must include each of the following components:

**COVER PAGE**

The first page of every BSI Proposal must be the [Cover Page] included at the end of this document.

**FORMAT/LENGTH**

Your proposal should be formatted using 12-point, Times New Roman font, 1 inch margins all around, and single or double spaced.

Your proposal may not exceed six (6) pages—the six-page limit *does not* include the cover page, abstract, reference page/annotated bibliography, or transcripts *(Note: Your mentor’s recommendation will be submitted separately via Formstack)*.

Keep in mind that those reviewing your proposal may not be familiar with your discipline; therefore, be sure to write for a general, educated audience.

**PROPOSAL**

**Abstract**
Provide a comprehensive but brief summary of your research project (150 words).

**Significance**
This section contains two parts: (1) Explain why the work you intend to conduct is important within the context of your academic discipline and within society in a more general sense, (2) Describe how your proposal fits into the research or literature of your field. This description should address two questions: First, how did this particular research project originate? Second, how does your project either complement or contrast with previous scholarship in your discipline? To provide more context for those reviewing your proposal, you may include an annotated bibliography in addition to this explanation. At the very least, *all proposals must include a reference page featuring all literature cited*.

**Central Objective**
Provide a clear, concise, and unambiguous statement of the central objective of your proposed work. This statement might take the form of a thesis statement, research question(s), or hypothesis(ses). If the proposed work is part of a larger project, briefly describe the larger project and then state the specific thesis, research question(s), or hypothesis(ses) for the work to be completed during the BSI.
PROPOSAL (CONTINUED)

Methodology
Provide a concise description of the research methods you will use to address your thesis, research question(s), or hypothesis/theses. This might include specific theoretical perspectives, research techniques, and/or data collection methods that will guide your analysis. Be sure that you make clear how the methods you propose will address the central objective of your project as well as why these methods are well suited for your project.

Timeline
Describe the work you will undertake during the BSI. You must include a week-by-week timeline and the work you expect to complete each week. Although this timeline may change once you get underway, it is important to start with a plan. The dates for the 2020 BSI are May 11-July 11.

Feasibility
Identify any equipment, materials, contacts, or other resources which you require to complete your project. Explain how you will gain access to these resources. If these resources are not available at Butler, explain how you or your faculty mentor will secure access to them.

Personal Interest
Explain why you are interested in this research topic. Explain how your educational goals are related to this research project. Identify relevant coursework that has prepared you to undertake the project. Identify the knowledge and skills you will acquire by completing this project. If other personnel are involved in your project, and its progress is dependent upon their involvement, please list each person and describe his/her role in this project.

Future Presentations/Publication Opportunities
Identify at least one professional conference and one professional publication to which your work might be submitted.

In addition, please note that all BSI participants will deliver (1) an oral or poster presentation to the Butler community at the end of the Institute and (2) a second presentation at a conference of the Scholars’ choice (some Scholars choose to present at Butler’s Undergraduate Research Conference; however, Scholars are encouraged to competitively submit their projects for presentation at regional and national conferences). In this section, identify if you will deliver an oral or poster presentation at the end of the BSI if you are selected to participate.

Research Approvals
If your project requires the use of human subjects, vertebrate animals, or recombinant DNA your application must demonstrate that you have received approval or have applied for approval from the appropriate research oversight committee (Institutional Review Board for human subjects, the Animal Care and Use Committee, or the Institutional Biosafety Committee for rDNA).

BSI Absences
BSI Scholars are expected to be on campus during the entire Institute Monday-Friday. If any portion of your research will require you to be away from campus, please identify the dates you expect to be away from campus, where you will be, and why being away is necessary to complete your research.
PROPOSAL (CONTINUED)

Reference Page/Annotated Bibliography
Include citations for any sources referenced in your proposal using the citation method most appropriate for your project.
Reminder: Your reference page/annotated bibliography does not count as part of your six-page limit.

Transcripts
Download a copy of your unofficial transcripts, rotate it so that it is in landscape—not portrait, and paste it to the end of your application. Do NOT take a screenshot of your transcript, as it is too difficult for the committee to read.

Not sure how to download your unofficial transcript? Click here.
Reminder: Your transcripts do not count as part of your six page limit.

Faculty Mentor Recommendation—submitted separately via Formstack
Mentors will receive an electronic copy of the Faculty Recommendation Form; additionally, a copy of this form is available on the BSI Web site.

PROPOSAL SUBMISSION

To submit your proposal, follow these steps:
1. Complete the Butler Summer Institute Project Proposal Cover Page (on the BSI website) and save as a pdf
2. Scan your transcripts, rotate them to landscape, and save as a pdf
3. Combine your Cover Page, BSI Proposal, Transcripts, and IRB approvals/applications (if applicable) into ONE (1) pdf file and save it using the following format:
   LastName_BSI Application
4. Mail your BSI Proposal/Application as an attachment to bsi@butler.edu no later than noon on January 31.

If you do not submit your proposal correctly, your proposal will not be reviewed.

Unsure how to merge all your documents into one pdf? You may send a request to IT or use a free online program, such as pdfonline.com.

NOTE FOR THOSE WHO SUBMITTED A STATEMENT OF INTENT TO APPLY:
When you submit your proposal, you must physically type bsi@butler.edu into the “To:” field—do not let your computer autofill the address as it will send your application to the Formstack folder and will not be received, and thus will not be reviewed.

If you do not physically type the address in and allow your computer to autofill “bsi@butler.edu”, you will receive a message stating that the BSI account does not exist.

If you do not follow this advice and receive a message that states the BSI account doesn’t exist—don’t panic! Simply click “New Email” and follow the directions listed above. If you do not follow this advice and we do not receive your application by the due date, your proposal will not be reviewed.
**Butler Summer Institute Proposal Checklist**

### Format/Length

- ☐ 12-point, Times New Roman Font, Single or Double Spaced
- ☐ Proposal does not exceed six (6) pages in length
- ☐ All materials (except for the Faculty Recommendation Form) are saved as one (1) pdf document using the following format: **LastName_BSI Application**

### Proposal

- ☐ Abstract
- ☐ Rationale and Significance*
- ☐ Central Objective*
- ☐ Methodology and Design*
- ☐ Timeline*
- ☐ Feasibility*
- ☐ Personal Interest*
- ☐ Future Presentations/Publication Opportunities*
- ☐ BSI Absences, if applicable*
- ☐ Research Approvals*
- ☐ Reference Page/Annotated Bibliography
- ☐ Unofficial Transcripts (pasted at end of proposal and formatted as landscape)
- ☐ IRB Approvals or Proposals (if applicable)

### Additional Documentation

- ☐ Faculty Mentor Recommendation (sent separately from the Faculty Mentor)

### Submission

- ☐ E-mail completed application to **bsi@butler.edu** (If you submitted a Statement of Intent to Apply, be sure to physically type in the address—**do not** let your computer autofill the address)

*These sections should not exceed six (6) pages

**Applications submitted after the deadline—for whatever reason—will not be reviewed**
Note: This is a sample project proposal cover page. To access the actual cover page you will need to download and fill out, visit the BSI website

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**Butler Summer Institute**

**PROJECT PROPOSAL**

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Name: ____________________________  BU ID #: ____________________________

E-mail Address: ____________________________  Phone: ____________________________

Major: ____________________________  Secondary Major: ____________________________

Classification for Upcoming Academic Year: ____________________________

Local Address: ____________________________

City: ____________________________  State: ____________________________  Zip Code: ____________________________

Faculty Mentor: ____________________________  Mentor’s Email Address: ____________________________

Mentor’s Rank: ____________________________  Mentor’s Department: ____________________________

Co-Mentor: ____________________________  Co-Mentor’s Email Address: ____________________________

Co-Mentor’s Rank: ____________________________  Co-Mentor’s Department: ____________________________

Project Title: ____________________________

---

By signing below, I verify that I (a) have read, understand, and accept the responsibilities and obligations of the Butler Summer Institute as stated within the BSI Scholars’ Fact Sheet and Proposal Guidelines and (b) will adhere to those obligations and responsibilities if selected to participate in the Butler Summer Institute.

Most notably, I affirm that if I am selected to participate in the BSI that I will not be employed during the Butler Summer Institute, will deliver two (2) presentations related to my research project, will live on campus (unless I receive permission from the BSI Director to live off campus prior to the BSI start date), will attend weekly lunches, and will attend all cultural events.

My signature also indicates that I understand a representative from the CHASE office will contact the Division of Student Affairs to determine if I have, to any degree, violated the Student Conduct Code and that such a violation will result in an automatic withdrawal of my proposal.

__________________________
Student Signature
(typed signatures are acceptable)

__________________________
Date

---
The following rubric is used by the Programs for Undergraduate Research Committee to evaluate BSI proposals. Committee members are faculty from all six colleges, so be sure to tailor your proposal to an *educated general audience* (i.e., be sure to define all disciplinary jargon).

Please note: Rationale, Central Objective, and Methodology and Design are weighted more heavily than other criteria.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>EXCEPTIONAL</th>
<th>VERY GOOD</th>
<th>AVERAGE</th>
<th>FAIR</th>
<th>POOR</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rationale</strong></td>
<td>8-7</td>
<td>6-5</td>
<td>4-3</td>
<td>2-1</td>
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<td></td>
</tr>
<tr>
<td><strong>Central Objective – Research Question or Creative Goal</strong></td>
<td>8-7</td>
<td>6-5</td>
<td>4-3</td>
<td>2-1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Methodology and Design</strong></td>
<td>8-7</td>
<td>6-5</td>
<td>4-3</td>
<td>2-1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Timeline</strong></td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Personal Interest</td>
<td>4</td>
<td>Professional goals are listed and the statement clearly reflects how this research project will help the applicant meet those goals.</td>
<td>3</td>
<td>Professional goals are listed and the statement generally describes how this project can help the applicant meet those goals.</td>
<td>2</td>
<td>Statement outlines applicant’s professional goals but does not explicitly describe how they will be attained through this research project.</td>
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<tr>
<td>Quality of Writing</td>
<td>4</td>
<td>Proposal is written clearly, logically, and intelligibly and was free of distracting spelling and/or grammatical errors.</td>
<td>3</td>
<td>Proposal is written clearly, logically, and intelligibly but contains minor spelling and/or grammatical errors.</td>
<td>2</td>
<td>Proposal is written logically and intelligibly and has numerous spelling and/or grammatical errors or has few spelling and grammatical errors but lacks a high quality of writing.</td>
</tr>
<tr>
<td>Faculty Mentor Support</td>
<td>4</td>
<td>Faculty mentor support, includes a clear plan for mentoring student through the entire timeframe of BSI. Mentor strongly supports the completion of the project within the timeframe of BSI and the proposed objectives.</td>
<td>3</td>
<td>Faculty mentor support, includes a plan for mentoring student through the entire timeframe of BSI. Mentor supports the completion of the project within the timeframe of BSI and the proposed objectives.</td>
<td>2</td>
<td>Faculty mentor support, includes a plan for mentoring student through the majority of BSI. Mentor tentatively supports the completion of the project within the timeframe of BSI and the proposed objectives.</td>
</tr>
<tr>
<td>Feasibility</td>
<td></td>
<td>Proposal identifies equipment, materials, contacts, or other resources necessary to complete the project. The proposal also includes proper approvals (e.g., IRB, IBC, IUCUC).</td>
<td></td>
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<tr>
<td>Future Plans</td>
<td></td>
<td>Final presentation and/or publications are appropriate for the discipline</td>
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</tbody>
</table>

**Total Score:**

**OVERALL RECOMMENDATION**
- Highly Recommend ☐
- Recommend ☐
- Recommend with Reservations ☐
- Do Not Recommend ☐

**Reviewer Comments:**
