Tara Burke

Doing Research Students Workshop, March 29, 2024

Caveats

1. This topic is a "work in progress".

2. Many of you have worked with students before!

3. **Please share your experiences, tools, suggestions with the group**. We can then incorporate this information into future presentations.

4. This presentation is not about the "research" you will do with the student but about other aspects that can enrich this experience and make your life (hopefully) easier.

5. TY-JF = Thank you Jon Froehlich

Workshop Purpose

Students

- Budget
- Recruiting
- Hiring
- Onboarding
- Setting goals
- Assessing progress

Budgeting

Start up package – is this a source of student funding?

By proposal/sponsor: in the budget decide on GRA vs hourly.

Difference:
- tuition remission costs,
- fringe costs (different rates),
- # of hours worked.
  - ([the hourly pay](#) is the same for both GRA's and hourly grad students)
    - Please adhere to these hourly pay rates to mitigate any unintended pay disparities amongst students.
      - Undergrad students: no MAPP policy other than university [min ($15) & max ($20](#)).   If above $20 an exception form will need to be filed.
        - Typical to see $17-25

What it costs to hire a student

(1) Full time Step 1 <u>GRA</u> - 20hrs/wk @ 9 mths ~720 hours

- Salary = **$25,538** (hourly = $29.02)
- Fringe (25.5%) = **$6,512**
- Tuition remission = $828 credit
  - (10 credits per sem x 2) = **$16,560**
- F&A at 56% = **$17,948**
  Total = $66,558

(2) Full time Step 1 <u>hourly grad</u> ~720 hours

- Salary = **$20,894** (hourly = $29.02)
- Fringe (6.4%) = **$1,337**
- Tuition remission = Not required
  - **$0**
- F&A at 56% = **$12,450**
  Total = $34,681

Difference = $31,877

[Link to PDF](#)

(3) Step 1 <u>hourly grad</u> ~720 hour, with no F&A (UMD grant)
- Internal grant (no F&A)
- Salary = $20,894
- Fringe = $1,337
  Total = $22,232
  Half time = $11,116

Recruiting - GRA

GRA students are most often found via application/admission to programs/centers

- Offer letters that include GRA positions = powerful recruiting tool
  - Please check with program directors for timing

- Entering GRA students into PHR typically happens 2 months prior to the semester start date. Please check with BOfor semester deadlines.

Many faculty find students:

- **in their classes**

- **through colleagues**

Recruiting – Non-GRA status & UG

Hourly student hires

- Write a job description.

- Recruit: your classes, listservs, flyers, colleagues, UMD employment website; and ejobs.umd.edu.

- Undergrad research (volunteer and paid): Research opportunities database
  - Students receiving federal work-study funds may be able to use work-study funds to receive payment for research-related work.

Maryland
Opportunities
for Research
Experiences
(MORE)

OFFICE OF
UNDERGRADUATE
RESEARCH

Job Description

Who: UMD current student with expertise creating GIS maps with multiple data layers; Mapbox experience preferred
When: March 2024-June, 15 2024
Where: remote and in-person meetings x1-2/month
Payment: hourly $ rate commensurate with student status (UG vs masters vs PhD) and experience (likely within a $25-$35+/hour range)
Hours: 20 hours per week until June 15, 2024 or until project completion (20 hours a week is the min/max)

GIS map deliverables and paid student duties: CITI training (Research, Ethics, and Compliance Training for the UMD Institutional Review Board - approx. 5 hours if the student does not already have this certificate); broadband advocacy training (4 hours); GIS data map creation (MapBox) using the following data sources: project survey and speed data, FCC 477 data, ACS demographic data, industry speed test data (Ookla, M-Lab).

Preferred:
- Ability to work 20 hours per week through June 15, 2024.
- Prior experience with MapBox
- Experience integrating multiple public and private data sources into mapping programs.

Application Process: Please email me, Tara Burke at tburke13@umd.edu with your resume/CV. Please highlight preferred skills if applicable.

I am happy to answer any questions you may have about this position. Thank you!
Tara Burke; tburke13@umd.edu; IRB: 1976871-3

Hiring and HR

Interview: suggest using a standard HR question format so all students are asked the same base questions.

Hire (you may want to keep 2-3 students in reserve for the position. Many students job hunt and take the best available offer).

- get the student UID #
- Ask if they have another appointment on campus. If yes, contact BO re. potential overload situation (all parties agree)
- Ask if they have ever worked on campus
  - If the student currently has (or in the past has had) an appointment on campus, they do not need to fill out the "hire" paperwork.
  - If the student has not been hired on campus, "hire" paperwork is required.
- Ask if the student is on an international visa. This requires more paperwork

BO will coordinate forms/visa requirements with the student following submission of the action form below.

Hiring and HR continued

Fill out the BO HR, [MAPP Payroll Action Request Form - Hourly](#)

- Will need
  - Student UID #
  - Description of work and position
  - Hourly rate
  - Appointment start and end dates
  - KFS account # where student will be paid from
  - Project name
  - Supervisor name (if that is not you as the PI – or vice versa)

FAQ's on Hourly Students

- There is a two-week range for when students can start work and when their information must be in the system. Check with BO.

- There is a starting date range on summer hourly work to avoid conflicts with other semester commitments. Check with BO. Semester and summer appointment can be extended by contacting the BO.

- For hourly students 40 hours max (in the summer) and 20 in the semester; you can allot # of hours.
  - Hours do not have to be consistent…
    - Students tend to prefer consistent hours…
      - However, sometimes they work less hours than expected…

- No vacation hours (but they can be paid if they work on a vacation day)

- No sick leave

HR #'s

- MAPP HR **mapp-payroll@umd.edu**

- UMD central HR: uhr.umd.edu

Onboarding

- If the student is a "new hire to UMD" student, ensure they schedule the required onboarding session with the MAPP BO.
- Re-review written expected job duties and hours that were in the Job Description.
- Review bi-weekly pay schedule. Ensure they have received a semester pay schedule.
- Review ARES timesheet process (online with them).
  - For the first month (at least) check in with them directly to ensure that they received their pay as scheduled. Trouble shoot from there.
  - Remind re employee sign-off at the end of the pay period.
  - Set a bi-weekly calendaring reminder for the Monday after the pay period ends to ensure you remember to approve!
  - Construct a google doc work log tracker for hours and assignment progress.
  - Space? Equipment?
  - Specific timeline for research tasks

- Have a lab manual? Review it with your student!

Collaboration – mutual expectations

Not required but…

Write up a [statement of mutual expectations](#); both PI\Supervisor and student sign.

- Recommended! Be very specific in the SME regarding notice of vacations, conferences, school assignment priorities etc., that necessitate they miss work.
- Define milestones and success together.
- Will they feel "safe to fail"?
- Ensure that feedback is delivered constructively.
- You can also ask for feedback from them! (TY-JF)

Collaboration – Lab Manual - TYJF

Program and/or University graduate student handbook

Lab Handbook – example from: Jon Froehlich, Computer Science at UW

- 74-page lab manual!
  - Project meeting schedule
  - 1:1 meetings
  - What you (as the researcher) do!; explain your schedule to students
    - Create a project google calendar?
  - What will the student do (on the research project!)?
  - CITI Training (even if they are not specifically doing human subjects research)
  - Methodological reading list

Lab Website (yours – the student's is covered in a later slide)
- Photos, papers, logos, overviews of research aims etc.

Mentoring (TY-JF)

Schedule mentoring into the research timeline.

Help the student develop professional skills in addition to "research based" ones.
- Leadership development plan: who will they mentor in their student career?
- Online visibility
- Up-to-date academic website (bio and list of publications)
- Attending workshops and conferences (including those in MAPP, UMD)
- Travel grants
- Service
- Future job search

- Preparing and giving talks

- Preparing and supporting publications

- Supporting proposal development processes (like literature searches)

External Fellowships

- VPR presentation of [Applying to External Fellowships](#) (Fall 2023)

- Share your grant proposals with students

- Consider applying to internal funding sources such as:

- **[Faculty Student Research Award](#)** Deadline is typically in early January; RFP released ~ November.
  - All $ is for the graduate student

Letter of Recommendation (TY-JF)

Faculty typically write <u>many</u> letters of recommendations.

Ask the student for information!

<u>TY-JF (direct language)</u>
1. Provide a **thought-out rationale** for why you're asking me and what you think I can speak about that may differentiate my letter from others.
2. Ask for a letter **in advance**—ideally ~3-4 weeks in advance. Please check with me the week of the deadline to ensure everything is going smoothly
3. If I agree to write you a letter, please send me:
    1. A **summary of your work** in my research group and/or class(es). Include examples where you demonstrated creativity, determination, leadership, and/or excellent performance. You need not write in lengthy prose; bullet-pointing is fine.
    2. Include an **abbreviated list of your major (recent) accomplishments** in life with descriptions, including academically, in research, in service (e.g., president of ACM-W on-campus group, started CS high school tutoring program), and in life (e.g., won university ballroom dance competition, marathon race finisher).
    3. If you are applying to a specific scholarship, fellowship, or job, what makes you a unique, compelling candidate for this opportunity? Be specific.

4. Provide your transcript, your CV/resume, and if applicable, a draft of your personal statement. I'm also happy to provide feedback on these materials. Please ask!

Resources TY-JF (direct)

- **Other Lab Handbooks**
- **Syllabus for Eric's PhD students**, Professor Eric Gilbert, iSchool, University of Michigan
- **Syllabus for PhD students in my group**, Professor Mor Naaman, Info Science, Cornell
- **Tech and People Lab**, Professor Tiago Guerreiro, Computer Science, University of Lisbon
- **Language Learning Lab Manual**, Professor Joshua Hartshorne, Boston College
- **Student Advising**, Professor Sarita Yardi Schoenebeck, iSchool, University of Michigan
- **How to Write a Lab Handbook** by Samuel Mehr and his curated collection of lab handbooks on GitHub

Thank you!

TY-JF = Thank you, [Professor Jon Froehlich](), University of Washington

[MAPP Research/Practice Information Hub]() *(Tara & Prince's email sig. block)*

Thank you!