



MI-LSAMP

LOUIS STOKES ALLIANCE FOR MINORITY PARTICIPATION

University of Michigan ■ Michigan State University
Wayne State University ■ Western Michigan University

MI-LSAMP Scholars Handbook

MI-LSAMP is funded by The National Science Foundation



National Science Foundation
WHERE DISCOVERIES BEGIN



Michigan - Louis Stokes Alliance for Minority Participation (MI-LSAMP)

The Michigan Louis Stokes Alliance for Minority Participation (MI-LSAMP) was launched in November 2005 with a grant from the National Science Foundation. The MI-LSAMP brings together the University of Michigan, Michigan State University, Wayne State University and Western Michigan University in an effort to significantly increase the number of under-represented minority students earning baccalaureate degrees in the fields of science, technology, engineering and mathematics (STEM) and prepare them for entry into graduate programs. The partners are recognized as "flagship" institutions in the State of Michigan and represent the diversity of public, doctoral research-extensive institutions in the nation.

The MI-LSAMP supports the National Science Foundation's strategic goal to help create "a diverse, competitive and globally-engaged U.S workforce of scientists, engineers, technologists and well-prepared citizens". Each university has been and will continue to be committed to increasing the diversity and excellence of its student population.

Opportunities for students begin with pre-first-year summer programs and continue through graduate school. As an MI-LSAMP Scholar you will be encouraged to participate in a variety of activities that include: involvement in a pre-first-year summer experience; working with faculty and professionals in STEM fields who conduct cutting-edge research; internships and co-op placements; and use of the various support services and programs on your campus.

Periodically you will be asked to evaluate an activity or program. As a MI-LSAMP Scholar your comments about your experiences are important to us. We use your suggestions to continually improve the program.



Who Is Louis Stokes?

Louis Stokes played a pivotal role in the quest for civil rights, equality and social and economic justice throughout his tenure in the United States Congress.

Mr. Stokes was educated in the Cleveland Public Schools. Following three years of service in the United States Army, he returned to Cleveland and attended Western Reserve University. He earned his Doctor of Laws Degree from Cleveland Marshal Law School in 1953.

As a practicing lawyer, Mr. Stokes participated in three cases before the United States Supreme Court, including arguing the landmark "stop and frisk" case of *Terry v. Ohio*. On November 6, 1968, Mr. Stokes was elected to the United States Congress and became the first African-American member of Congress from the State of Ohio. He served fifteen consecutive terms in the U.S. House of Representatives, ranking 11th overall in House seniority.

During his tenure in Congress, Mr. Stokes chaired several important committees, including most notably, the House Select Committee on Assassinations, the Ethics Committee, the House Intelligence Committee, and the Appropriations Subcommittee on Veterans Affairs, HUD and Independent Agencies. He was the dean of the Ohio Congressional Delegation, a founding member of the Congressional Black Caucus, and he served on the House Select Committee to Investigate Covert Arms Transactions with Iran. His work in the area of health led to his appointment as a member of the Pepper Commission on Comprehensive Health Care, and he was the founder and chairman of the Congressional Black Caucus Health Braintrust.

Through the years, Mr. Stokes has received numerous awards and honors that recognize his national leadership and strong commitment to public service. A number of landmarks around the city of Cleveland now bear his name such as The Louis Stokes Cleveland Veterans Administration Hospital, The Louis Stokes Annex of the Cleveland Public Library and The Louis Stokes Health Sciences Center at Case Western Reserve University. Several national institutions, including Howard University in Washington, D.C., and the National Institutes of Health, have recognized Mr. Stokes by naming buildings on their campuses after him. He is the recipient of 26 honorary doctorate degrees from colleges and universities, and on July 8, 2003, was honored by Congress with The Congressional Distinguished Service Award.

Source: <http://msass.case.edu/stokes/stokesbio.html>



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Pathway for MI-LSAMP Scholars

As a MI-LSAMP Scholar; the activities described below should complement your academic schedule. Always consult your academic advisor to make sure you are adhering to your academic program.

Pre-First-Year Summer

- Attend a Pre First Year Summer Program
- Attend the MI-LSAMP All-Students Day and participate in a variety of workshops such as:
 - Introduction to and preparation for research opportunities
 - Financial planning for successful college life workshop
- Register with the internship, co-operative education and undergraduate research office at your university
- Consider getting your passport. You may need it for study-or research-abroad in the future.

1st-Year

- Check in with MI-LSAMP Program Manager at least 3 times a semester
- Volunteer at least once a semester to talk with other MI-LSAMP Scholars
- Attend MI-LSAMP-sponsored workshops and functions
- Attend workshops in preparation for research, internship or co-operative education experience during the summer between the 1st and 2nd year.
- Join at least one student organization
- Check with the MI-LSAMP Program Manager at your university to make sure you know what support resources are available to you and make sure you use them.

2nd-Year

- Check in with MI-LSAMP Program Manager at least 3 times a semester
- Volunteer at least once a semester to talk with other MI-LSAMP Scholars
- Attend MI-LSAMP sponsored workshops and functions
- Continue membership in student organizations
- Consider being chair of a committee or running for office
- Continue preparation for a research, internship or co-operative education experience during the academic year and/or summer between 2nd and 3rd year
- Determine the most appropriate way to present your research. For example, a university symposium or academic meetings
- Declare a major by the end of the 2nd year as required
- Be sure to notify your MI-LSAMP program manager of your declared major
- Begin preliminary research for graduate schools
- Check with your MI-LSAMP Program Manager regarding the Alliance for Graduate Education and the Professorate (AGEP) contact at your university.
- Meet with graduate students via AGEP
- Look at possibilities of studying or doing research abroad – where's your passport?
- Check with the MI-LSAMP Program Manager at your university to make sure you know what support resources are available to you and make sure you use them.

Pathway for MI-LSAMP Scholars (continued)

3rd-Year

- Check in with MI-LSAMP Program Manager at least 3 times a semester
 - Volunteer at least once a semester to talk with other MI-LSAMP Scholars
- Continue researching graduate schools
- Check with MI-LSAMP and AGEF Program Manager for resources and assistance in researching graduate schools
- If you have not already done so – start a portfolio of all requirements for the graduate schools you have selected
- Give careful consideration to faculty that you would like to ask for letters of recommendation
- Give careful consideration to asking your co-op or internship supervisor for a letter of recommendation
- Check with the MI-LSAMP Program Manager at your university to make sure you know what support resources are available to you.
- Continue to participate in research, internship or co-operative education opportunities.
- Determine most appropriate way to present your research: university symposium, academic meetings, MI-LSAMP annual meeting.
- Attend MI-LSAMP-sponsored workshops and functions.

4th and 5th-Year

- Check in with MI-LSAMP Program Manager at least 3 times a semester
- Volunteer at least once a semester to talk with other MI-LSAMP Scholars
- Finalize graduate-school selections and complete application process
- Check with the MI-LSAMP Program Manager at your university to make sure you know what support resources are available to you.
- Continue research, internship or co-operative education opportunities.
- Determine most appropriate way to present your research: university symposium, academic meetings, MI-LSAMP annual meeting.
- Attend MI-LSAMP-sponsored workshops and functions
- Inform MI-LSAMP Program Manager of your graduate-school choice.



Pre-First-Year Summer Programs

The MI-LSAMP offers Pre-First-Year Summer Programs for students admitted to any of the four alliance university partners and majoring in the STEM fields. The STEM fields are the sciences, technology, engineering and mathematics.

While each summer program is unique, you certainly will to participate in daily classes such as engineering, mathematics, physics, chemistry, biology, computer skills and technical communications. In addition, you will participate in team projects where you work to find solutions to complex mathematical and engineering problems.

Workshops during the summer programs may include topics such as how to balance school work and social activities and tips on how to manage financial resources. The summer program offerings are:

University of Michigan

Michigan Math and Science Scholars (MMSS)
Professionals In Training Program (PTP)

Michigan State University

Engineering and Science Summer Academy (ESSA)

Wayne State University

Engineering Pre-First-Year Program (EPFY)

Western Michigan University

Science Pre First Year Program (SPFY)

MI-LSAMP All Students Day

The MI-LSAMP All Students Day is an opportunity for all students who participated in the summer programs to network with other MI-LSAMP students and to reconnect to their home university. The MI-LSAMP All Students Day is hosted by a different university partner each year.

For the most recent description of summer course offerings and the location of the MI-LSAMP All Students Day visit www.engin.umich.edu/MI-LSAMP and click — Summer Programs on the left side of the screen.



Cooperative Education and Internships

Internship and cooperative-education experiences are work opportunities that will help you understand the relationship of your classes to your chosen careers. In addition, you will have the opportunity to tackle real-work projects, interact with experienced professionals and work within teams.

The cooperative-education and internship offices at each of the alliance partner schools offer a variety of resources to assist you in your search for the ideal internship or co-op experience. For instance, there are workshops on how to prepare your resume, conduct a job search and interview. Some universities also provide a workshop on business lunch/dinner etiquette.

You can receive pay and/or college credit for your internship and co-op experiences. **But you must first register with your co-operative education and/or internship office at your university.**

According to the University of Michigan's Engineering Career Resource Center (ECRC) and Cooperative Education Program Office "In fact, studies show that industrial internships and co-op work experiences, when combined with scholarship support, have a powerful, positive effect on the achievement, retention and graduation rates of minority students."

In order to know of and make full use of opportunities that may be available to you, register with the career services offices at your university.

University of Michigan

Engineering Career Resource Center - <http://career.engin.umich.edu/>

The Career Center - <http://www.cpp.umich.edu/>

Michigan State University

Center for Career Exploration - friedric@egr.msu.edu

Career Services and Placement - <http://www.csp.msu.edu/>

Wayne State University

Career Services - <http://www.careerservices.wayne.edu/>

Western Michigan University

Career and Student Employment Services - <http://broncojobs.wmich.edu/>



Undergraduate Research

Participating in an undergraduate research experience is a proven way to enhance the quality of your undergraduate education. You are encouraged to participate in research as early as your first year on campus. Undergraduate research opportunities not only will link you with faculty and graduate students but also allow you to develop your team-building, leadership and information-gathering skills. Your participation in undergraduate research will introduce you to laboratory techniques and discipline-specific applications of those techniques. Below is a partial list of preparation activities and questions you should ask yourself as you consider applying for research opportunities.

Research Checklist

How do I start looking for research opportunities?

•Go to your university's home page and type in "undergraduate research opportunities". For example:

•University of Michigan

<http://www.lsa.umich.edu/urop/>

•Michigan State University

<http://www.urca.msu.edu/>

•Wayne State University

<http://honors.wayne.edu/purpose.php>

•Western Michigan University

http://www.wmich.edu/cas/undergraduate_research/

•Attend any workshops available on how to find research opportunities.

•Talk to peers who have had research experiences.

Have I started thinking about faculty I can ask about research opportunities?

•Have I talked with any of my professors who work in fields I'm interested in?

•Have I visited the academic department office of the areas that I'm interested in and looked on the bulletin boards?

•Have I reviewed the websites of the departments covering the areas I'm interested in to read the background information on each faculty member in the department in order to learn about what research they do?

Once I find opportunities that interest me, what should I do?

•Know the application deadline dates.

•Review the submission requirements.

•Know who the contact person is for each research opportunity that I am interested in.

•Make contact with the program office if the opportunity is part of a separate program.

•Contact the faculty member directly if I am interested in the specific area of their research.

•Apply.

Research Checklist (continued)

What other information should I review regarding the research opportunities I am interested in?

- View the entire website for additional information about any program I am interested in.
- Check the program dates for this research opportunity.
- Determine whether it is a *paid research* and/or *credit research* opportunity.
- Find out what the responsibilities will entail.
- Determine if I have to think about housing and/or transportation on my own or is it handled through the program.

What do I need to prepare in order to be ready to apply?

- Be prepared to articulate how prior experience and coursework has helped me focus on my area(s) of interest.
- Prepare an up-to-date resume in the required format.
 - Have I listed any science fairs that I participated in?
 - Have I listed any honors received?
 - Have I listed any research activities I participated in?
 - Have I listed any courses or workshops that I attended that may be relevant to a specific research opportunity?

What if I am interested in more than one area of research?

- Do I have a succinct but specific statement of my interest and background for each area?
- Does my statement include a brief summary of what I want to **learn** from each research area?
- Does my statement include a brief statement on how I believe my interest is compatible with the faculty project and how it is in line with my academic goals?
- If the research activity is out of my academic area, have I explained why this type of research is important to my overall academic career?
- Have I had my statements reviewed by someone other than myself prior to submission?

Have I started thinking about faculty I can ask for references to include with any applications I submit?

- I should provide materials to the faculty that would enable him or her to write a complete and detailed letter of reference. Did I:
 - Include an updated Resume?
 - Include a copy of faculty research project that I am interested in?
 - Include a brief statement of my area of interest?
 - Include a time line for the professor to complete the letter of reference including information about where the letter should be submitted?
 - Make sure I gave my professor adequate time to write the letter of support – preferably two weeks?

If I do not meet the minimum requirements for a research opportunity that I am applying for, what should I do?

- If I do not meet the minimum requirements, I could consider contacting the faculty member directory to see if and how exceptions are made.

Did I:

- Complete all required information?
- Have someone else review the entire application prior to submission?
- Include all required additional information?
- Keep a copy of the application for my records?
- Send thank you notes to everyone who assisted me?



Michigan Transfer Admissions Project Intra-Alliance Transfer

For some students, their first college experience may not be what they expected. For a variety of reasons some students may want to transfer to another college within the MI-LSAMP. You are encouraged to make use of all the resources available to you at your current university before you make the final decision to transfer. Some things to think about and/or questions to ask as you make up your mind:

- Did I really give myself a chance to like going to this university?
- Why do I want to transfer?
- Have I talked with my MI-LSAMP Program Manager, my academic advisor or a counselor (career or otherwise) about wanting to transfer?
- Do I know what resources are available to me and have I made use of them?

If after careful deliberation, you still want to transfer – you still have more homework to do.

Transfer Checklist

Do your research.

- Does the university you are considering transferring to have your intended major?
- Arrange for a campus visit. Call promptly for an appointment with the college advising office for academic advising.
- If the curriculum requires it, make an appointment for major/minor advising with department advisor(s).
- Visit the Office of The Registrar for registration information.

Contact the LSAMP Program Manager at your current university to inform them of your intention to transfer.

- The home LSAMP Program Manager office will discuss the following points with you:
 - Reason(s) for wanting to transfer
 - Exploration of all available options at home school, if applicable
 - Transfer credit evaluation process
 - Future plans (i.e. change in major)

What will transfer and how will I know?

Credits hours transfer, not grades. While your cumulative transfer grade—point average is used for admission and scholarship consideration, it does not transfer or follow you. You will begin earning a new grade point average at your new university.

What's next?

If you would like to continue the transfer process, your university LSAMP Program Manager will:

- Contact the Alliance partner where you want to transfer to alert the Program Manager and provide your contact information.
- Provide you with the program manager's name and contact information for the alliance LSAMP office where you wish to transfer.

Transfer Checklist

(continued)

How does the Program Manager help?

The Program Manager of the Alliance University where you wish to transfer will:

- Contact you to discuss transfer request
- Inform you of university's transfer guidelines
- Provide any information that would assist you with a smooth transfer

What about my financial aid?

Check with the office of financial aid where you currently attend and the college where you wish to transfer to determine the forms that should be completed and deadline dates.



After Michigan LSAMP - Michigan AGEP

Even as a freshman, it's not too early for you to think about graduate school. The Michigan Alliances for Graduate Education and the Professoriate (AGEP) offers a variety of resources and information that you can take advantage of as an undergraduate student.

AGEP is designed to advance under-represented minority students in science, technology, engineering and mathematics (STEM), as well as, the social behavioral and economic science programs (SBE). The Michigan AGEP Alliance (MAA) is dedicated to combining resources for graduate education into an effective collaboration that will produce the next generation of innovators and leaders in research and teaching not only in the STEM and SBE disciplines but in our nation and in the world.

The specific objectives of the AGEP program are:

1. To develop and implement innovative models for recruiting, mentoring, and retaining minority students in doctoral programs.
2. To develop effective strategies for identifying and supporting under-represented minorities who want to pursue academic careers.

The AGEP program also supports a research effort to identify major factors that promote successful transition of minority students from:

1. Undergraduate through graduate study
2. Course-taking in the early years of the graduate experience to independent research required for completion of a dissertation
3. The academic environment to the workplace.

The Michigan AGEP website - [Michigan AGEP Alliance website](#)



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