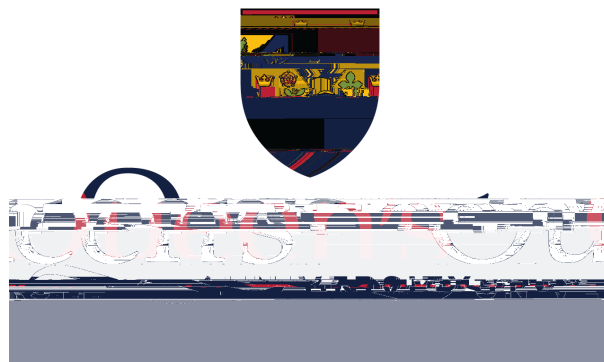


# Student Guide to Undergraduate Research

May 2023



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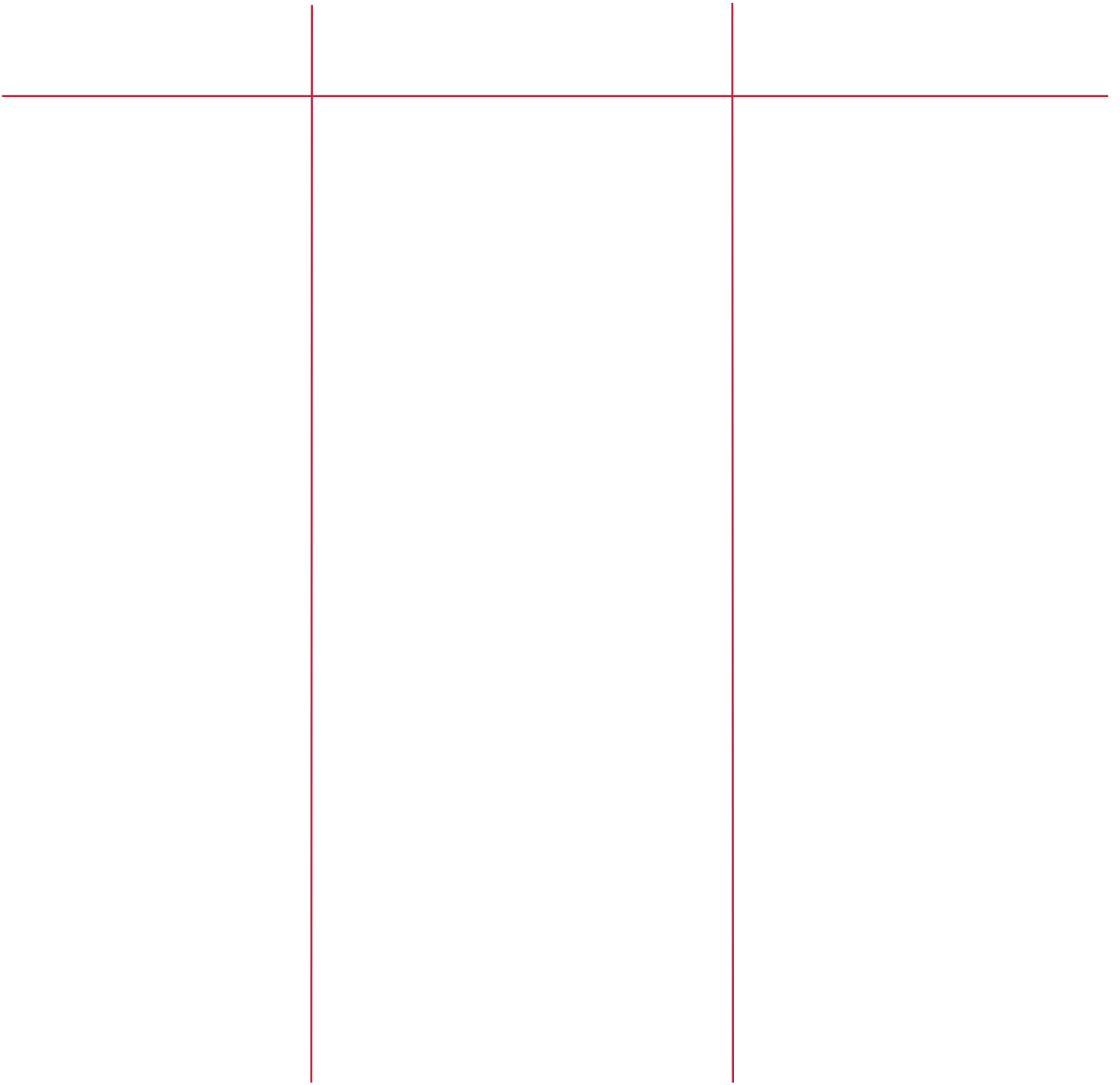
Research opportunities available to undergraduates can be very fulfilling, giving you the environment with the potential to significantly advance the field of study itself, and impact the

## Research-Specific Skills

By participating in research, you will learn and develop skills specific to your field of research. For instance, learning how to use specific programs (e.g., statistical software, analytical equipment) relevant to the research required in your field, while also demonstrating your

and more effectively integrate postdoctoral fellows." To achieve this goal, Queen's University is







fgñZ `!hja Y'E i YYb gi bXYf[fUXi UHY'XY[fYY'dfc[fUa '5B8 VY'fYhi fb]b[ 'hc 'h Y'gUa Y'

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but also includes job postings from external companies. As an applicant, you can filter the search for keywords applicable to your professional interests. Career Services also offers

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# CHARACTERISTICS OF A GOOD RESEARCH SUPERVISOR

A good research supervisor conducts research in a field that aligns with your interests. It can be challenging to engage in research that is not of interest to you. However, sometimes it is worth exploring different paths which could help you gain skills that may increase your

A good supervisor is flexible and adaptable to accommodate the

A good supervisor will offer regular meetings with you and other members of the team. Although this depends on the size of the research team, they are

conscious of their research group composition (remember not all diversity is visible!).

If you are interested in working with a supervisor (e.g., research project, honors thesis,

## HOW TO ENGAGE WITH A MENTOR OR SUPERVISOR

Coursework is often the first opportunity to discuss research opportunities with faculty

or a teaching assistant (i.e., tutorials, labs, seminars), often an upper-year undergraduate student or

Consider sending an email and asking any of the following questions:

Have you ever worked with undergraduate students in a research capacity? If so, what

How did you find research opportunities when you were an undergraduate student? What

working with and mentoring undergraduate students. You can ask:

How have you engaged undergraduate students with the research that you do?

A cold email refers to an email sent to an individual or organization without any prior

research opportunities, you might find a researcher, faculty member, or graduate students who

can be very effective in securing a research position or building connections that may lead to

: Use an email subject that tells them quickly and clearly what you are emailing about;

: Ensure that you introduce yourself early in the email (e.g., name, program, what them). Be sure to confirm their preferred pronouns and salutation by reviewing faculty

Sample Email Template:

8YUF 05A 9Q

\cdY'h]gYa U]' bXginc i k Y` fcf'Ubmich\Yf'Y!a U]' [fYYh]b[l' A mbUa Y]g0ti f'BUa YQ'UbX' 'Ua ' WffYbhmiU'ghi XYbh]b @YUf'cZgi XmUbX'dfc[ fUa Q' 'Wla Y'UMfcgginc i f'k cf\_ ]b'0YgYUfW' 5fYUQUbX' ]h

Sample Email Sentence:

*k Ug\cd]b[ 'hc 'Ug\_ ]Znci \Uj Y'UbmUj U]UV`Y`cddcfhi b]h]Yg'Zcf'U'Qc'i bhYf#dU]XOfYgYUfVW `dcg]h]cb`*

: Tailor the message specifically to the person or organization you are

other forms of research dissemination (i.e., reports, newsletters, blogs, etc.), or conduct background research on their field of research. By having a strong foundation, you can confidently talk about their research and what interests you. This will prove to be helpful not

Samples Email Sentence:

*Mi f'fYVWbhk cf\_`cb`@dYV] W]cd]VQ]g'YgdYV]U`m]bhf][i ]b[ 'hc'a Y'VYV]i gY'QbgYfhinc i f'fYUgcbgQ*

: Close the email out by clearly stating a few actionable next steps. For example, you

qualifications and experiences you could not speak to within the email. At the end of the email,

Sample Email Template:

*dfcj ]XY'a cfY']bZcfa Uh]cb'UVci ha mei U`] W]h]cbg'*

*QMI F'B5A 9Q*

Individuals or organizations are often busy and may have specific times when they check and respond to emails. If you do not receive a response, don't take offense—sometimes, emails get

Sample Follow-Up Email Template:

*8YUF`B5A 9Q*

*cf][ ]bU`Ya U]` ]b`%&'gYbhYbWgQ` 'Ua` gh]`j Yfm]bhYfYghYX'UbX`Yi V]hYX'UVci h'QbgYfh]UbX`cc\_`Zcfk UfX`*

*QMI F'B5A 9Q*



What's one time you demonstrated a specific skill (e.g., initiative, collaboration, teamwork)?  
Why do you think that you are the right fit for the job?

they need to identify if you will be a good fit for their research projects, you also need to identify questions below that you might ask at the end of the interview:

How frequently do you anticipate we will meet one-on-one and/or with other research team

How many students are you currently supervising?



The Smith School of Business offers undergraduate research opportunities as a part of the Undergraduate Student Summer Research Fellowships (USSRF).

courses: Please note that not all courses are designed to integrate the traditional research methodology. However, all courses listed will give you an opportunity to learn more about

1. COMM 404: Discovering New Knowledge – Introduction to Research in Business (3.0 Units)
2. COMM 501: Independent Studies in Business (3.0 Units)
3. COMM 502: Problems in Business (6.0 Units)
4. COMM 503: Business Research (9.0 units)

The Smith School of Business also offers students the opportunity to be involved in a research hub. The hub, which is composed of undergraduate and graduate (MSc/PhD) students is the one-stop hub for research information at Smith. The Hub publishes a biweekly newsletter featuring professors,

contact the Smith Research Impact Hub at \_\_\_\_\_

**Smith Research Office** (smith.research@queensu.ca) is allocated funding under the Undergraduate Student Summer Research Fellowship (USSRF) program. For more

\_\_\_\_\_

(undergraduate and graduate)

\_\_\_\_\_

\_\_\_\_\_





creating poster projects, research papers, reflections, and presentations. Specifically, PROF 410/411 introduces teacher candidates to action research through one of their assignments for

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41ea analyses ents for





"LAW 490 involves a student writing a research paper on a topic to be agreed upon with the research topics that are not otherwise offered as a course."

Practice Skills Courses give students significant opportunities to undertake legal research and to develop skills in drafting, client interaction, negotiation or mediation, or offers students clinical

Research, Law Journals and Clinical Courses.

serving Kingston, Belleville, Hastings and Prince Edward Counties, Cobourg and Northumberland

involved in undergraduate research, but the effort must be ongoing once you land an

Consider sharing your research by:

- Submitting a poster presentation to your faculty's teaching and learning showcase;
- Hosting a workshop for your target audience with key takeaway messages from your research;
- Creating an infographic to share on social media;
- Writing a memo to update your participants of your research findings.

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## REFERENCES

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Brew, A., & Mantai, L. (2017). Academics' perceptions of the challenges and barriers to implementing research-based experiences for undergraduates. *Teaching in Higher Education*, 22(5), 551–568. <https://doi.org/10.1080/13562517.2016.1273216>

Mathieson, S. (2019). Integrating research, teaching and practice in the context of new institutional policies: a social practice approach. *Higher Education*, 78(5), 799–815. <https://doi.org/10.1007/s10734-019-00371-x>