

Research Opportunity Programs: A Guide for Faculty to the Process and Benefits of Offering an ROP Project

DESCRIPTION:

- ROPs are for-credit courses that allow undergraduate students to participate in faculty research projects, receive training in research methods, and to contribute to scholarly inquiry. To see a sample of this year's ROP projects and the faculty proposal form, visit: <http://www.artsci.utoronto.ca/current/course/rop/courses>
- Students are integrated into your research project either for Summer 2018 or for the Fall/Winter 2018/19 term, assisting you in the lab, the library, with archival documents or interviews, or however your research occurs on campus.
- ROP projects count as year-long courses (1 FCE) but can take place over the Fall/Winter term or, at an accelerated rate, over the Summer term (Summer tuition applies). Students can expect a Summer ROP experience to require 18-20 hours of work per week whereas Fall/Winter ROPs normally require working 8-10 hours per week. ROPs should have a clear assessment scheme whereby a student can be given a course mark.
- Faculty select students in the winter term, based on their applications and an interview, if desired. They must be A&S degree students to be considered eligible.
- Roughly speaking, students are eligible to do Summer ROPs during the Summer terms before their second, third, and fourth years and are eligible to do Fall/Winter ROPs during their second and third years. The precise eligibility rules are: **students applying for 299Y Summer ROPs must have successfully completed between 4.0 – 11.0 FCEs** before the beginning of the Summer term; **students applying for 399Y Summer ROPs must have successfully completed between 11.5 – 16 FCE**. **Students applying for 299Y Fall/Winter ROPs must have successfully completed 4-9 FCE** before the beginning of the Fall term; **students applying for 399Y Fall/Winter ROPs must have successfully completed 9.5-14 FCE**.
- A&S provides research methods training for ROP students. Each ROP student is placed in an appropriate disciplinary cluster to attend training sessions offered by library staff on topics such as: bibliographic searching, proper citation formats, and norms of scholarly writing and communication. Also, ROP students are given an opportunity to present at the ROP Research Forum held in March.
- ROP projects can include 1-6 students. Some faculty find 1-2 students are readily integrated into their projects, while others find that larger teams of students are better equipped to succeed.
- For every one ROP299Y student you accept, you may also select an ROP399Y student. You must state in your proposal whether you are offering only an ROP299Y or if you're offering an ROP299Y and an ROP399Y.
- Students may not participate in more than one ROP project with the same professor.

FACULTY ELIGIBILITY:

- A&S faculty with continuing undergraduate appointments at St. George, and those faculty with continuing appointments to a College or Division that offers A&S undergraduate programs (and who teach in that program) may apply during the first round of the ROP. Faculty who were eligible to apply during the first round but missed the deadline, and other U of T faculty with continuing appointments, may apply during the second round. The ROP Advisory Committee adjudicates proposals.

FUNDING:

- Faculty whose ROP proposals were approved in the first round will receive research funds; these funds are meant to directly support the faculty research project with which the ROP students are engaged. Projects with 1-3 ROP students will receive \$1500 of total research funds; those with 4-6 will receive \$2000 of total research funds.
- ROP proposals approved in the second round will not receive funding.

Timeline for proposals and applications for round one

- BEFORE JAN. 5** Faculty email their completed ROP proposals to their Chair or Designate for approval by the departmental deadline. The Chair or Designate verifies that the faculty member is eligible to conduct an ROP.
- FRIDAY JAN. 5** Departments email all ROP proposals (of all eligible faculty members) for 299Y & 399Y projects (both Summer and Fall/Winter) to the ROP program administrator, Deborah Shaw, at deb.shaw@utoronto.ca. Please use MS Word formatted documents.
- MID -JANUARY** The ROP Advisory Committee, chaired by the Acting Vice-Dean Undergraduate & International, reviews the proposals.
- MONDAY FEB. 12** Project listings and student application forms are posted online: <http://www.artsci.utoronto.ca/current/course/rop/courses>. Students apply to projects of interest.
- MONDAY MAR. 12** Faculty receive completed student applications and select students for their project by April 2 (for Summer ROPs) or by May 28 (for Fall/Winter ROPs).
- MONDAY APRIL 2** Faculty running Summer ROPs send student information to the ROP program administrator. The faculty, their Chair (or Designate), and the ROP student(s) sign ROP contracts and return the contracts to the ROP program administrator who enrolls the students into the ROP on ROSI. Summer tuition applies.
- APRIL** All Summer 299Y and 399Y students are enrolled on ROSI by the ROP office.
- MONDAY MAY 28** Faculty running Fall/Winter ROPs send student information to the ROP program administrator. The faculty, their Chair (or Designate), and the ROP student(s) sign ROP contracts and return the contracts to the ROP program administrator who enrolls the students into the ROP on ROSI.
- MID -JULY** All Fall/Winter 299Y and 399Y students are enrolled on ROSI by the ROP office.

Timeline for proposals and applications for round two

- BEFORE MAR. 21** Faculty email their completed ROP proposals to their Chair or Designate for approval by the departmental deadline. The Chair or Designate verifies that the faculty member is eligible to conduct an ROP.
- MARCH 21** Departments email all ROP proposals (of all eligible faculty members) for 299Y & 399Y Fall/Winter projects to the ROP program administrator, Deborah Shaw, at deb.shaw@utoronto.ca. Please use MS Word formatted documents.
- FRIDAY APRIL 6** Second-round Projects and student application forms are posted online: <http://www.artsci.utoronto.ca/current/course/rop/courses>. Students apply to projects of interest.
- WEDS APRIL 25** Deadline for students to apply for places in the second round of Fall/Winter ROP projects
- WEDS MAY 11** Faculty receive completed student applications and select students for their project by May 28.
- MONDAY MAY 28** Faculty running Fall/Winter ROPs send student information to the ROP program administrator. The faculty, their Chair (or Designate), and the ROP student(s) sign ROP contracts and return the contracts to the ROP program administrator who enrolls the students into the ROP on ROSI.
- MID -JULY** All Fall/Winter 299Y and 399Y students are enrolled on ROSI by the ROP office.