

## **OSU Undergraduate Research Fellow/Arts Fellow Transcript Notation**

### **Form B**

#### **Guidelines and Application**

Form B is to be submitted by students upon completion of a research/creative activity (excluding a thesis). The project should be completed under the supervision of an OSU faculty mentor, and should involve substantial work resulting in an original contribution. Students completing a thesis should submit Form A.

The following are eligible to serve as OSU faculty mentors:

1. Professorial Faculty (Assistant/Associate/Full Professor/Professor of Practice)
2. Instructors who are engaged in research or creative activities
3. Professional Faculty who are engaged in research or creative activities

Graduate students and post-doctoral scholars cannot sign as the OSU faculty mentor.

#### **Required Materials to be included/attached:**

**Project Description** (to be written by the student; max 1 page single-spaced):

- a. Describe the research/creative project conducted under the guidance of an OSU faculty mentor.
- b. List terms/years when the project was performed.

**Student Impact** (max 1 page, single spaced). Describe the impacts on you of engagement in the research project or the creative activity. Indicate how the experience benefitted you professionally and personally.

**Date, venue and form of student presentation of the project.** For publication, include the journal name, year of publication, volume and page numbers in journal. The project presentation must be to an **audience that extends beyond the student's immediate research group or creative context**. Presentations may be at a public performance, symposium, conference at OSU or elsewhere or through publication in a journal.

**Date on which electronic copy of the project (paper, presentation slides, poster, digital image, etc.) was submitted to the OSU Scholars Archive.**

**If applicable, date on which you filed for graduation.** Students may file for graduation up to three terms prior to when they expect to graduate.

**Please Note:**

1. The form is to be routed **via email** (please do NOT print and scan) as follows:
  - a. Student Applicant
  - b. OSU Faculty Mentor
  - c. Director of Undergraduate Research
  - d. Student Applicant – the student will receive the form for submission to the Registrar.
  - e. Office of the Registrar. ONLY OSU email addresses are to be used by students for this step. Forms sent via non-OSU email addresses will not be processed.
2. At each step, the form has to be **saved as a pdf as follows: Form B Student First Name Last Name**. Please do not print and scan the form to the next person in the sequence.
3. Please include the one-page Project Description, and the one-page Student Impact document in email sent to the next person.
4. PLEASE add in the ‘Subject’ heading of the email to the next person: Transcript Notation Form B First name Last name.
5. The final step is an email sent from the Office of the Registrar to the student applicant. The student applicant has to take a printed copy of the email to the OSU Bookstore for obtaining the blue cord which can be worn at commencement.

**Applications must be submitted no later than *Friday of dead week of the term in which the student will be graduating from OSU.***

Questions? Send an email to [ugr@oregonstate.edu](mailto:ugr@oregonstate.edu).

**See next page for Form B**

## Transcript Notation Application – FORM B

Please **click** or **type** information below

Submit Form B AFTER uploading the thesis/project in the OSU Scholars archive at:  
<https://ir.library.oregonstate.edu/xmlui/>

Instructions for Uploading files to the Digital Archive at:  
<http://undergraduate.oregonstate.edu/research/instructions-uploading-files-digital-archive>

**Notation Applied for** (check one):                  Research Fellow                  Arts Fellow

Students may seek both “Research Fellow” and “Arts Fellow” notations but **for different projects.**

### Student Applicant Information:

Name: \_\_\_\_\_ OSU ID Number: \_\_\_\_\_

OSU Email (Other email addresses not permitted): \_\_\_\_\_

Major: \_\_\_\_\_

Project Title: \_\_\_\_\_

Applied for graduation:                  No                  Yes                  If Yes, list date you applied \_\_\_\_\_

Form of presentation:                  Poster                  Oral                  Other (Indicate form of ‘other’) \_\_\_\_\_

Date project was presented: \_\_\_\_\_

Venue where project was presented: \_\_\_\_\_

Date when project presentation was submitted to OSU Scholars Archive: \_\_\_\_\_

If you did not submit to OSU Scholars Archive, list the reason: \_\_\_\_\_

Type your name to certify that the above is correct: \_\_\_\_\_

Date of Form B Submission: \_\_\_\_\_

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**STUDENT APPLICANT: AFTER FILLING THIS FORM, PLEASE SAVE AS A PDF AS ‘FORM B YOUR FIRST NAME LAST NAME’, AND SEND AS AN ATTACHMENT VIA EMAIL TO YOUR OSU FACULTY MENTOR, ALONG WITH THE ONE PAGE PROJECT DESCRIPTION AND ONE PAGE STUDENT IMPACT DOCUMENT, FOR REVIEW AND APPROVAL**

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**PLEASE ADD IN THE SUBJECT HEADING: TRANSCRIPT NOTATION FORM B  
FIRST NAME LAST NAME**

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**Approval by OSU Faculty mentor:**

Mentor Name: \_\_\_\_\_ Mentor OSU Email: \_\_\_\_\_

Mentor Department/School: \_\_\_\_\_ Mentor College: \_\_\_\_\_

The following are eligible to sign as the OSU Faculty mentor:

1. Professorial Faculty (Assistant/Associate/Full Professor/Professor of Practice)
2. Instructors who are engaged in research or creative activities
3. Professional Faculty who are engaged in research or creative activities

**I certify that the student named above has (please tick all that apply):**

\_\_\_ completed a significant faculty-mentored research or creative arts experience

\_\_\_ was engaged in all significant phases of the project.

\_\_\_ has presented the project to a broad audience.

\_\_\_ has uploaded the presentation as appropriate to OSU Scholars Archive.

\_\_\_ I certify that I have reviewed the project description and student impact documents.

Type name to certify the above: \_\_\_\_\_ Date: \_\_\_\_\_

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**MENTOR: AFTER REVIEW, PLEASE SAVE AS A PDF (DO NOT CHANGE THE NAME OF THE FILE), AND SEND ALONG WITH THE ONE PAGE PROJECT DESCRIPTION AND THE ONE PAGE STUDENT IMPACT DOCUMENT TO [UGR@OREGONSTATE.EDU](mailto:UGR@OREGONSTATE.EDU)**

**PLEASE ADD IN THE SUBJECT HEADING: TRANSCRIPT NOTATION FORM B  
STUDENT'S FIRST NAME LAST NAME**

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**Review by Director for Undergraduate Research**

Type name to acknowledge receipt of the form: \_\_\_\_\_ Date: \_\_\_\_\_

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**Acknowledgement by the Office of the Registrar**

Type name to acknowledge receipt of the form: \_\_\_\_\_ Date: \_\_\_\_\_

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