

# ***Spacetime Archives Student Research Fellowship Information Guide***

## **What is the Spacetime Archives Student Research Fellowship?**

- ❖ The Spacetime Archives Student Research Fellowship enables middle school and high school students to pursue a mentored, introductory research project. We give you the resources, you give your field of study something to talk about.
- ❖ Finding research opportunities as a student is hard. Other programs have a frustrating expectation of "previous research experience," but our Student Research Fellowship breaks down those barriers and gives you access to data, mentors, and lessons free of pressure and free of charge.
- ❖ You will be given the opportunity to publish your work in journals and present at scientific conferences.
- ❖ You will first select your preferred field of study (astrophysics, earth sciences, or aerospace) and then will be assigned a high school or undergraduate mentor who will provide you with research and data analysis resources.
  - After the 3 month researching period, you will produce a research abstract, or even a paper, ready for publication.

## **What is the expectation for me in this research fellowship?**

- ❖ Participating teams are expected to commit 3-4 hours a week toward your research inquiry, and that time allocation can be split amongst team members in whichever way is most convenient.
  - However, if certain individuals are found to be working significantly harder than their group, the Spacetime Archives administration will involve themselves in the issue.
- ❖ You are required to attend 75% of the assigned lectures, meetings, and/or phone calls designated by your mentor and your team.
- ❖ You are required to abide by the Spacetime Archives Terms and Conditions, Privacy Policy, Research Fellowship Absence Policy, and Code of Conduct.
- ❖ You will be assigned deliverables at a designated time every week and you are required to either complete those tasks yourself, or connect with another individual in your team and ask for help.
  - Mentors WILL be flexible with due dates, but do not take advantage of their lenience.
- ❖ By the closing of your research period, you and your team will form a research abstract (a 250 word summary of the investigation you conducted) and depending on the academic level of this abstract, you may be encouraged to write a full research paper or your mentor may connect you to a scientific conference submission and you will be offered a chance to conduct a poster presentation at a notable convention.

## **What is the Spacetime Archives absence policy?**

- ❖ Once confirming your participation in this research fellowship, you are committing to your membership throughout the entirety of your designed period.
  - You may request week-long breaks for situations like AP Exam Season and/or Finals, BUT YOU ARE ONLY ALLOWED THREE WEEK-LONG BREAKS DURING YOUR FELLOWSHIP PERIOD, which translates to 15 days off.

- You can either use your absences all together in week-long periods, or distribute your 15 days across your research period.
- Any missed work must be assigned BY YOU to another team member or you must make it up at a later time.

### **Who is my mentor and who are my group members?**

- ❖ If you are accepted and confirm your participation in the Spacetime Archives Student Research Fellowship through the Google Form (linked in email), your mentor will send you an email introducing themselves, their expectations, and your fellow group members.
- ❖ You will have anywhere from 2-4 group members, assigned by similar academic ability and grade level.

### **How many months will I be researching?**

- ❖ Generally, research projects span over three months with breaks taken for AP exams, finals, vacations, and other commitments. Please communicate any absences with your mentor and your team.

### **How will I communicate with my mentor and group members?**

- ❖ A GroupMe will be created for your team, and you will additionally receive the phone numbers, emails, and other relevant contact information for your mentor and team. However, it is your mentor's choice if they are willing to provide you with their phone number.
- ❖ Other communication between you and your team include designated Zooms and lectures.
- ❖ Any urgent communications can be directed to [rishika@spacetimearchives.com](mailto:rishika@spacetimearchives.com).

### **What will my research inquiry be?**

- ❖ You will either be assigned a citizen science project that will expand into an original investigation, or you will receive access to datasets and proceed through your study with an elevated amount of freedom.
- ❖ You have been assigned to a team that corresponds with the research interest you expressed in your application form. Thus, your investigation inquiry will be regarding that field of study.
- ❖ Your mentor will communicate the specifics of your research project through your private team communications.

### **How much prior knowledge do I need to have?**

- ❖ Little to none! You will gain any required prior knowledge through background reading and assignments that your mentor will deliver to you the first week of your researching period.
- ❖ All academic expectations we have are based on your grade level, the classes you have taken, and the knowledge you demonstrate in your Google Form responses.

### **How do I find data collection resources?**

- ❖ NASA databases and citizen science platforms will be our main source of datasets. The program will provide you with all the data that is necessary for your investigation.

**How do I contact an administrator for help?**

- ❖ Please email [rishika@spacetimearchives.com](mailto:rishika@spacetimearchives.com). This email forwards all inquiries to our team of administrators.

**What are the synchronous commitments of this program?**

- ❖ Team Zoom meetings and required lectures by mentors.
- ❖ All synchronous commitments will be recorded and emailed to those who were absent, but simply watching the recorded Zoom DOES NOT count as live attendance.

**What are the asynchronous commitments of this program?**

- ❖ Assigned deliverables and weekly summaries of your progress.

**What will I receive from this program?**

- ❖ Depending on your commitment to your research, a variety of benefits will be received. To begin with, your work will be eligible for scholarships, conference submission, and academic recognition.
- ❖ From Spacetime Archives directly, you will receive a certificate of excellence, a recognized extracurricular activity for your resume, and **the publication of your research paper in our annual journal.**

## ***Absence Policy & Certificate Information***

Students who attend 75% of the required lectures and Zoom meetings, do not exceed 15 days of absence, and complete all required program assignments will receive a certificate of completion and excellence jointly signed by Spacetime Archives and Texas Astronomical Society. This certificate will be sent to students via email after the program ends. Certificates will be shared electronically - Spacetime Archives will not provide hard copies. **Live attendance for both lectures and meetings is required.**

**To request an excused absence that counts towards your 15 days of absences, you must inform your mentor and/or email [rishika@spacetimearchives.com](mailto:rishika@spacetimearchives.com) the day prior to your absence with the reasoning for your leave.** Without submitting this information for your days missed, you will not be eligible for a certificate.

## **Note-taking & Recordings**

Students are strongly encouraged to take notes during lectures and meetings. Any relevant Zooms will be recorded and sent to students.

## **Copyright and Sharing Materials Policy**

All curriculum for this course, including but not limited to lecture slides, lab materials, and recordings are the copyrighted property of Spacetime Archives. You are not allowed to circulate the materials to students outside of the program. Doing so will result in your removal from the course.

# ***Student Safety and Privacy***

We take student safety and privacy seriously. All instructional mentors have undergone background checks and participated in sexual harassment training.

## **Code of Conduct & Reporting a Violation**

All students are required to agree to the Code of Conduct as a condition of enrolling in the program. **To read our comprehensive Code of Conduct, please click [here](#).**

Spacetime Archives takes Code of Conduct violations seriously. Depending on the severity of the concern, violations may result in immediate dismissal from the course.

**To report a Code of Conduct violation, please email [rishika@spacetimearchives.com](mailto:rishika@spacetimearchives.com).**

## **Data Privacy Policy**

To view Spacetime Archive's data privacy policy, click [here](#). To summarize, Spacetime Archives does not sell, share, or distribute participants' data to third parties.

## **Community Norms: Engaged, Supportive, Inclusive**

- ❖ Spacetime Archives is committed to fostering a respectful, empowering learning environment for all students, mentors, and staff.
- ❖ We welcome students from all backgrounds, including those who are new to STEM. We are all on this learning journey together. Every student is on a level playing field, and we can all learn from one another. Students are not in competition with one another and should be supportive, not competitive.
- ❖ A core part of our mission is to make the future workforce diverse and inclusive. We actively promote diversity in our courses and want all students to celebrate the different backgrounds and experiences of our students.
- ❖ Curiosity, effort, and engagement are valued over perfection. Our main ask is that you are engaged and do your best. Our coursework is difficult, and we do not expect students to master it on the first - or even second or third - try.
- ❖ We ask students to be present, engaged, and supportive of one another.