

Research Opportunities for the Arch @ Rensselaer Polytechnic Institute

Arch Overview

During the fall or spring semester of the junior year, students take part in an intellectual adventure unconstrained by a classroom schedule. Students take advantage of transformative experiences available off campus, including international travel, internships, co-ops, research opportunities, engagement in community service projects, or pursuit of a self-designed plan.

Research Guidelines w/RPI Faculty

- ✓ Students are **NOT** permitted to work directly on campus during the Arch away semester. All research must be REMOTE.
- ✓ While we understand that it is not always possible, we fully encourage students to have paid opportunities. Arch research opportunities may run for the **full** (up to 40 hrs a week) fall semester (August-December) or the full spring semester (January-May). Typically, students are not taking classes during the summer following the junior year, so they are open to extend spring experiences through the summer months (as applicable).

Securing Research Opportunities

During their away term, students may conduct research in two ways:

- 1) With a national or regional lab/medical facility, or another institution (domestic or abroad). Students interested in these types of experiences should follow the steps for "Non-RPI related Research" listed below.
- 2) In collaboration with **RPI faculty**. For research opportunities with Rensselaer faculty (ILE Research designation), students should connect with RPI faculty directly to learn of opportunities and follow the steps for "RPI Related Research" listed below.
 - If a student does secure a research opportunity with RPI faculty, the entire assignment **MUST** be done **REMOTELY**.
 - During the away semester research experience, students arrange their remote work schedules with the sponsoring faculty based on the demands of the project.
 - Students can work up to **40 hours each week**, during the research assignment. Time sheets are managed by individual departments.
 - The Office of Undergraduate Education oversees this option.

For NON-RPI related research experiences, follow these steps: (Questions? Contact co-op@rpi.edu)

- Select ILE Internship in SIS (will be registered with CCPD) if the research experience lasts 3-4 months and is paid
- Select ILE Co-op in SIS (will be registered with CCPD) if the research experience lasts 6-8 months and is paid
- Select ILE Civic Engagement (will be registered with CCPD) if the research (regardless of length) is unpaid.
- Students will need to provide an official offer letter for the above experiences.

For RPI related research experiences, follow these steps: (Questions? Contact oue@rpi.edu)

- Select this option, ILE Research, in SIS (Student Information System) for selected away term



- Complete this [WEB FORM](#)
- Submit a letter of support (offer letter)--verifying the research scope and **fully remote** opportunity (on institution letter head is preferred) sent directly to OUE or can be attached in the web form.

Other Important Information (For RPI Related Research):

- ✓ *Letter of Support:* A letter of support from the sponsoring faculty on behalf of the student, should include the following:
 - Length of assignment and rate of pay (minimum wage is the base; can be higher based on available funding)
 - Agreement that assignment/project will be remote
 - Expressed support for the student to submit a final report of research project to Office of Undergraduate Education at the end of the semester
- ✓ *Payment for Experience:* If there is payment attached to this research experience, someone from the academic department must contact OUE PRIOR to attempting to process any payment. All aforementioned paperwork must be submitted and approved before payment process can begin. An EPAF must be submitted and approved by OUE.
- ✓ *URP and Arch Away Semester:* Students are NOT permitted to participate in URP during the away semester. No Exceptions.
- ✓ *Credit:* There is no academic credit that can be granted for the research experience during the away semester.

All supporting documents should be submitted to the: Office of Undergraduate Education at: oue@rpi.edu

All student responsibilities are outlined here: <https://info.rpi.edu/arch/semester-away>

Processing Payment

- ✓ Finalizing student payment can begin once all the proper paperwork has been submitted to the Office of Undergraduate Education. **Designated department administrators are responsible for checking with OUE to ensure all documentation has been submitted and for processing all student payments and keeping track of all timesheets, etc.**
- ✓ The account code for Arch Research is: 285-Arch Away URP Salary (overhead is waived) **Even though the code says salary, this is appropriate for hourly paid students.*
- ✓ Select "Tiffany Powell, Supervisor" in EPAF for approval. Once approval is granted, student is considered "registered" and "ready to begin work". All timesheets are submitted to and handled at the department level.

During/After the Research Experience

When ILE Research is secured as the "away experience", students are officially registered for **ILE-Research LMS** course (0 credit). This course registration maintains matriculation and allows for tethering during the semester. At the end of the semester, students are expected to construct a written reflection/evaluation of their research experience as embedded in the LMS course. A grade of "S" or "U" will be listed on the student transcript.

Upon return to campus, students are invited share experiences with the broader Rensselaer community during a reflection/celebration event.

FAQ

How is Time Arranged?

During the semester away research experience, students arrange their work schedules with the sponsoring faculty/institution based on the demands of the project. Students can work the **full semester and up to 40 hours, remotely** each week, during the research assignment.

Can students receive credit or participate in URP for their Arch research experience?

No. As it relates to credit, Arch Away Semester students cannot receive credit for a research experience nor are they allowed to concurrently participate in the URP. For the away semester, students are technically “away” (not living on campus, not taking classes at RPI). The students are not paying tuition, thus, we cannot provide them with any credit.

Q: Do all research opportunities need to be paid experiences?

In possible cases, we encourage students to have paid experiences. However, unpaid experiences are acceptable.

Contact Information

If there are specific questions related to **Arch RPI Related Research Opportunities** you may contact the Office of Undergraduate Education.

Tiffany S Powell, PhD

Director, Arch Academic Program

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