

Research Report Guidelines

Contact Office of Undergraduate Research at 803-777-1141 or our@sc.edu with questions

HOW to submit? See page 2

WHAT to submit? Two things

- 1) A report as described in “Requirement 1” below
- 2) Pictures as described in “Requirement 2” below

NOTE for GROUP projects, each group member must complete a separate report AND headshot; action pictures can be of all members of group

DEADLINE – 2 possibilities (whichever is first!)

- 1) One month after the end of your grant enddate (this was indicated in your proposal - your project does not have to be finished to complete this report) or
- 2) BEFORE you graduate

REQUIREMENT 1: Report

- Name your document: **Lastname_Firstname_MGS Report**
- 1-2 page WORD document, single spaced, 11 point font, 0.5 inch margins
- Use language and describe terms so that your report is understandable to someone outside of your field
- At top of page, list the title of your project, your name and major and your mentor’s name and department.

The report must include ALL of the following:

Requirement 1A - Project report (Remember, this must be in non-technical language! Formulas should be avoided when possible.)

- What you did (your question)
- Relevant background about your research (information a reader may need to know to understand your project)
- What you found, the results or end product (if there’s a website or documentary – provide link or the location of where it can be found)
- How did this impact you and what are your future plans (did this help you decide to go to grad school or med school – where are you planning on going and in what field, have you engaged in more research or community service because of it, did this project get you your first job, etc)

Requirement 1B - Project experience (this information helps the university learn how the research experience itself affects you as a student. Think of it this way: the university is doing research on student research). The questions may be strange but your answers are really important to us. There are no “right” answers or “grading” in this – we just want your thoughts and insights.

- Give an example of something that you learned through your research experience that helped you to understand or think about a concept in a new way. (There is an almost endless list of concepts you might address. Perhaps something you are studying in your classes—do you see any connections between those ideas and this experience?) Be specific about how your research experience reinforced, contradicted, or provided a concrete example related to the concept you are discussing.
- Explain how participating in research has affected your classroom learning? Please give an example.

REQUIREMENT 2: Pictures

 (at minimum both #1 and #2, #3 strongly encouraged; multiple pictures are welcome)

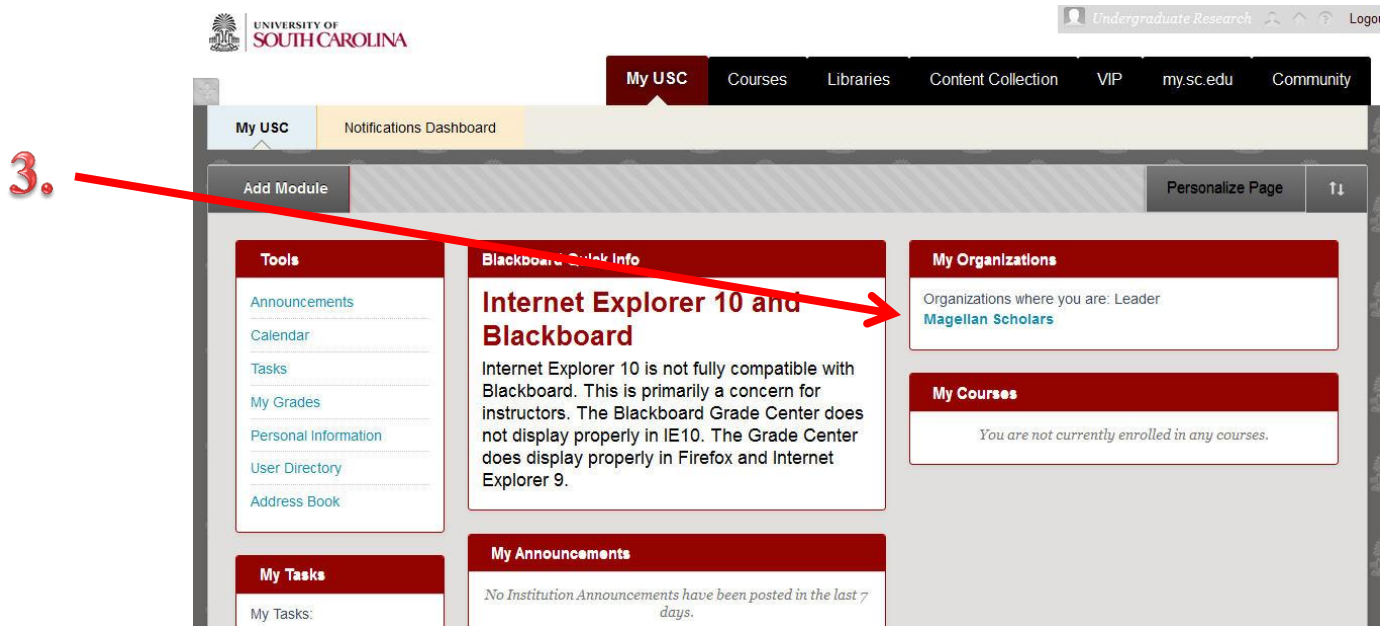
Name these: Lastname_Firstname_headshot; Lastname_Firstname_action1, etc.

NOTE: The pictures must be separate files (jpg, tif, etc) from the document – do NOT put them in your report.

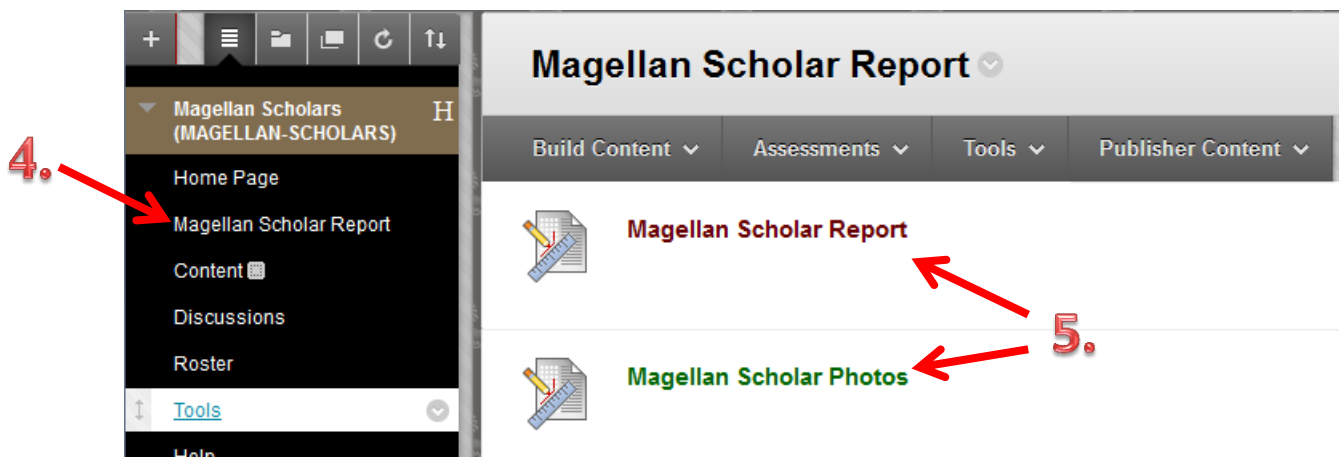
- 1) headshot of you.
- 2) picture of you “in action” or doing something related to your project or a picture of you at your project location (good resolution pictures). “In action” can mean different things for different projects, did your research mostly involve books or the computer – it can either be a picture of you with a pile of books or looking studious in front of the computer OR a picture of something related to your project, such as the building you were studying, a picture of the location of your work (preferably with you in it). If you need ideas, contact OUR.
- 3) BONUS: we love pictures of you and your mentor “in action”

Instructions for uploading your Magellan Scholar Report and Pictures

1. Your report and pictures will be submitted through Blackboard. Go to: <https://blackboard.sc.edu>
2. Log in with your username and password
3. On your homepage, right side of page, under “My Organizations,” select “Magellan Scholar”



4. On the “Course Menu”, select “Magellan Scholar Report”.



5. Click on the “Magellan Scholar Report” OR “Magellan Scholar Photos” assignment.

6. On the Upload Assignment page, under “Attach File”, select “Browse My Computer” and choose your Magellan Scholar Report or pictures.

Attach File

Comments

6.

abc

3. **Submit**

*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.
You are previewing the assignment - your submission will not be saved.*

7.

7. Click Submit. **WARNING!** When you have finished uploading your report or pictures, you must click Submit. If you do not, the Office of Undergraduate Research will not receive your completed assignment.

8. A success message appears, confirming your submission.

This assignment is complete. Review the Submission History.