

## **Outstanding Scholars Policies and Procedures**

**2021-2022**

**Outstanding Scholars Policies and Procedures**  
**Approved by the Outstanding Scholars Advisory Group, 12.10.2020**

**1. Program Admission**

- 1.1. OS students are offered Candidate status for their first year at the University on the basis of their high school GPA and an application survey. Applications for admission at both the first- and second-year levels will be considered by an Advisory Committee consisting of faculty representing all six undergraduate faculties. The selection committee will include at least two OS students. All applications will be scored by at least three different members of the committee. Scoring will be done using a rubric that is based on the program's selection criteria. These criteria are publicly available on the OS website.
- 1.2. At the end of first year (completion of 24 – 36 credits), all students may compete for full admission to the OS program commencing in their second year. Second-year applications will include the applicant's cumulative UWindsor GPA, the application survey responses, and a recommendation from a faculty member or other party.
- 1.3. Transfer students, returning students, part-time students, and international students are eligible to apply, and will be considered using the same standards and process as all other applicants.
- 1.4. To be eligible to apply, students must either have a University of Windsor GPA of 85.0 or higher, or they must obtain a recommendation from a faculty member or the OS Coordinator. Students must complete the required online training for employees, including:
  - 1.4.1. Workplace Health and Safety: Violence and Harassment Prevention; and Workplace Hazardous Materials Information System training  
**Accessibility For Ontarians With Disabilities Act compliance, including Human Rights and Equity: Accessibility; Employment Equity; and Human Rights training**
- 1.5. To be eligible to apply, students must be enrolled in an Honours undergraduate program, or in a Concurrent Education program that includes a General degree. Students must be able to complete six Research Placements before graduation, to be considered.
- 1.6. Scholars admitted to the program must complete an OS Orientation process to be eligible to accept OS Research Placements (details below).

**2. Program Completion**

- 2.1. To graduate as Outstanding Scholars, students must have completed six Research Placements (Approved by University Senate Motion, 3-11-2016). That expectation may be adjusted in unusual circumstances (i.e., Covid19). Normally, students will complete two Placements in second year, two in third year, and two in fourth year in a four-year program.
- 2.2. Students in the OS program must maintain a minimum cumulative GPA of 80%.
- 2.3. Students completing the program will receive a notation on their transcripts that reads: "Graduated as a member of the Outstanding Scholars Program." They will also be awarded the Outstanding Scholars Golden Maple Leaf Medallion prior to Convocation.
- 2.4. Students may select alternative educational activities for up to two semesters, to substitute for Research Placements. Students should submit a letter to the Outstanding Scholars Coordinator formally requesting permission to pursue alternative educational opportunities such as Exchange.
- 2.5. Students may defer their involvement in the program for one semester due to a Co-Op or Internship semester. Students may request permission to defer their involvement due to illness or compassionate leave such as is outlined in Senate Bylaw 54. Students who elect to

defer their involvement must present a plan for completing all their remaining Research Placements. If they are unable to do so, they must leave the program.

### **3. Removal from the Program**

- 3.1. The Outstanding Scholars Program enforces the University of Windsor Student Code of Conduct and Senate Bylaw 31 with respect to Academic and Non-Academic Rights and Responsibilities, and honours the Code's commitment to Goodness, Discipline, and Knowledge.
- 3.2. Students are responsible for communicating with their Research Supervisor on a mutually agreed-upon schedule (**at least once every two weeks**) regarding the timely completion of assigned tasks. Failure to do so may result in dismissal from the program.
- 3.3. Students are responsible for completing periodic Outstanding Scholars reflections for the purposes of program assessment. Failure to do so may result in dismissal from the program.
- 3.4. Students must maintain confidentiality regarding all data, analysis, or publication materials belonging to their Research Supervisors.
- 3.5. Students found to have falsified or plagiarized research data will be dismissed from the program.
- 3.6. Students who will not be able to complete six Research Placements prior to graduation (possibly including approved alternative activities) will be removed from the program.
- 3.7. Both Scholars and faculty, staff, or student Research Supervisors violating the Academic or Non-Academic Codes of Conduct noted above will be dismissed from the program.
- 3.8. In cases where differences arise between the student and their Research Supervisor, students must communicate promptly with the Outstanding Scholars Coordinator to arrange a solution satisfactory to both sides. Failure to do so may result in the student being dismissed from the program.

### **4. Program Placement**

- 4.1. Each Outstanding Scholars Research Placement lasts for exactly one semester. Students continuing in the same position for a subsequent semester must submit a new contract for that semester.
- 4.2. Students may accept Research Placements in any semester in which they are registered for at least one course.
- 4.3. Each Outstanding Scholars Research Placement consists of up to one hundred (100) paid hours of co-curricular research or original creative work completed under the supervision of a qualified Research Supervisor. Scholars will be paid as employees of the University of Windsor. Scholars may work a progressive number of hours each year, as program resources dictate: 75 in second year; 85 in third year; and 100 in fourth year. The Outstanding Scholars Coordinator will fix the number of hours and rates of pay for each Research Placement, and will have discretion to vary the number of hours on occasion to suit particular circumstances.
- 4.4. Students are not required to report working hours to the Outstanding Scholars Coordinator, but their Research Supervisors may require them to do so. Research Supervisors will use satisfactory and timely task completion to gauge progress in the Research Placement.
- 4.5. Students on a Co-op term may not normally accept a Research Placement. Exceptions will apply only when a student on a mandatory Co-op term is unable to find a Co-op placement; in that case, students must register for at least one course.

- 4.6. Students on an Exchange semester may accept a Research Placement to conduct research online, notwithstanding clause 2.4 above. Students may also receive a Research Placement for participating in a research-based exchange program.<sup>1</sup>
- 4.7. Students may accept Research Placements outside their major program. Should they decide to change majors, they remain in the OS program providing they continue to meet the required GPA threshold.
- 4.8. Students may accept a Research Placement for the semester in which they are completing a Thesis required by their program, normally in their fourth year of study. Students accepting a Research Placement as well as receiving academic credit for their research should track the hours dedicated to that project, such that the total number of hours approaches 220 (normally, up to 120 hours for a 3-credit course, and up to 100 hours for a fourth-year Research Placement).
- 4.9. Students may receive academic credit for an OS Research Placement by enrolling in an experiential learning course, such as SCIE-3900, CHEM-4007, KINE-4980, STEN-4950, or GART-2100 and GART-3100.
- 4.10. Contracts may be terminated prior to the end of a semester, in cases where differences between the student and the Research Supervisor cannot be satisfactorily resolved. In those circumstances, students may pursue a partial contract for the remaining time with an alternative supervisor.
- 4.11. Students may accept Research Placements with any Research Supervisor, subject to the following conditions:
  - 4.11.1. To ensure proper research mentorship for the student, the Research Supervisor must have significant training and experience in academic research or creative activity. Normally, that includes assistant, associate, or full professors.
  - 4.11.2. To ensure continuity of research for the student, the Research Supervisor must be a University of Windsor employee who is either on or is working towards a permanent contract.
  - 4.11.3. Other qualified Research Supervisors, such as Sessional Instructors or Ancillary Academic Staff at the University of Windsor, or employees of Community Research Partners, must be partnered with a current University of Windsor OS Research Supervisor as identified in 4.11.1 and 4.11.2 above. Both parties should sign the Research Proposal governing the Research Placement.
  - 4.11.4. The Coordinator of the OS program shall ensure that all Research Supervisors meet the conditions specified above in 4.11.1 through 4.11.3

## 5. Duties Performed by Outstanding Scholars - OS students will:

- 5.1. As they enter the OS program, participate in a training session that addresses:
  - 5.1.1. Practical research skills;
  - 5.1.2. Their OS rights and responsibilities;
  - 5.1.3. OS administrative procedures;
  - 5.1.4. Their understanding of the goals of the program
- 5.2. Meet with the Outstanding Scholars Coordinator for advising when requested;
- 5.3. Meet **at least twice per month** with their Research Supervisors to discuss the progress of the research project and their work on it;

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<sup>1</sup> See for example the Ontario Rhone-Alpes Program (<https://www.uwindsor.ca/studentexchange/342/ontario-rh%C3%B4ne-alpes-exchange-ora>). Students must coordinate their Exchange placements with the Outstanding Scholars Coordinator and the Exchange Coordinator in the International Student Centre.

- 5.4. Complete research or creative activities as directed by their Research Supervisors;
  - 5.5. Complete periodic research reflection activities as directed by the Outstanding Scholars Coordinator;
  - 5.6. Communicate regularly by University of Windsor email with their Research Supervisors regarding progress with research activities;
  - 5.7. Develop their knowledge of significant issues and research methods within their disciplines;
  - 5.8. Participate in social and educational enrichment activities sponsored by the OS program;
  - 5.9. And, if requested, keep records of their hours worked using an agreed-upon method, in partnership with their Research Supervisors;
  - 5.10. **Optional Duties**
    - 5.10.1. Sit on the Outstanding Scholars Student Council;
    - 5.10.2. Participate in the Outstanding Scholars Peer Mentor program;
    - 5.10.3. Assist with management of the UWill Discover undergraduate research conference;
    - 5.10.4. Conduct outreach in the Windsor-Essex community through presentations and meetings such as Open House and school visits.
6. **Duties Performed by Outstanding Scholars Research Supervisors** - OS Research Supervisors will:
- 6.1. Submit OS Research Proposals for all new projects for approval by their department head, or by the Coordinator of the Outstanding Scholars Program, by completing the appropriate form;
  - 6.2. Ensure that all OS Research Proposals have a research or creative focus that is grounded in or balanced with their own research goals;
  - 6.3. Ensure that OS students' working conditions are compliant with all WHMIS, Health and Safety, and/or other safety or research restrictions and policies, and all workplace human rights conditions and policies as stipulated in the AODA;
  - 6.4. Arrange for and expect regular meetings with their OS student, **at least once every two weeks**;
  - 6.5. Ensure timely student completion of assigned research tasks;
  - 6.6. Communicate promptly with the Outstanding Scholars Coordinator regarding any lack of communication or task completion of their assigned Scholar;
  - 6.7. Endeavour to mentor Scholars into the research community by sharing their knowledge of significant issues and research methods within their disciplines;
  - 6.8. As appropriate, include Scholars in disciplinary conferences, symposia, etc.;
  - 6.9. As appropriate, give public credit to Scholars as co-authors, co-presenters, and/or secondary research assistants.
  - 6.10. **Optional Duties**
    - 6.10.1. Volunteer to serve as Faculty Representative on the Outstanding Scholars Advisory Group for a term no less than two years, to advance the interests of students and colleagues within their faculty.
    - 6.10.2. Support marketing and recruitment activities of the OS program at Open House, Head Start, and other student recruitment and transition events.
    - 6.10.3. Help ensure equal access to OS research funding by promoting Outstanding Scholars participation to colleagues within the department.
7. **Procedures for OS Placement in Research Placements**
- 7.1. OS placement is conducted by means of two documents: the OS Research Proposal and the OS Contract.
- OS Research Proposal Process:**
- 7.2. All Research Supervisors will, upon request, be enrolled in the Outstanding Scholars program through an online platform, subject to the provisions of 4.11 above.

- 7.3. Research Supervisors will post OS Research Proposals for Outstanding Scholars using the appropriate form. *Please note that only the current form will be accepted.*
  - 7.3.1. OS Research Proposals will be signed by the faculty supervisor.
  - 7.3.2. OS Research Proposals will then be approved by the Department Head of the department in which the research will occur.
  - 7.3.3. OS Research Proposals will be publicly available to Scholars through an online platform.
- 7.4. OS students will select the Research Placement they wish to undertake through an online platform. Students will approach the faculty supervisor named in the OS Research Proposal. If the faculty member accepts the student, the student is then responsible for completing the OS Contract process.
- 7.5. In the event that the student cannot find an appropriate OS Research Proposal to pursue, the student is free to approach a faculty member directly and ask to work with them.
  - 7.5.1. In this case, the OS Research Proposal must be completed by the faculty supervisor and the student, working together. The OS Research Proposal must be signed and approved as in 7.2.1 and 7.2.2 above, but the approval process may proceed simultaneously with the Contract process.
- 7.6. Research Proposals from Community Partners in the Windsor-Essex region may be accepted as follows:
  - 7.6.1. Proposals will be submitted to and approved by the OS Coordinator and posted online, replacing the steps in 7.3 above. All such proposals will identify a primary Research Supervisor employed by the Community Research Partner (CRP). That person will directly supervise the OS student's research work, and will communicate as needed with University of Windsor staff, as per the guidelines for Research Supervisors in section 6 above.
  - 7.6.2. All Community Partner research will be governed by an approved University of Windsor Memorandum of Understanding (MOU) signed by the OS Coordinator and an administrative representative of the CRP. The CRP's representative may also be the primary Research Supervisor.
  - 7.6.3. The Community Partner will ensure that OS students' working conditions are compliant with all WHMIS, Health and Safety, and/or other safety or research restrictions and policies, as well as the provisions of the AODA. The MOU shall include a plan for completing the research online in the event of an interruption of any in-person research due to health and safety concerns (i.e., a pandemic).
  - 7.6.4. Current University of Windsor OS Research Supervisors will have the option to agree to serve as research partners, working with the CRP's Research Supervisor as outlined in 4.11 above. In that case, students will also have the option to register in an independent study or experiential learning course, such as those listed below in 7.6.5. The University of Windsor Research Supervisor may serve as instructor of record for the independent study course.
  - 7.6.5. If no current University of Windsor OS Research Supervisors volunteers to serve as research partner as outlined in 7.6.4 above, students wishing to work for a Community Partner must register in an experiential learning course such as SCIE-3990, GART-3100, KINE-4980, or STEN-4950 in order to take on the community research project.

**OS Contract Process:**

- 7.7. Students will select the appropriate contract from an online platform. Specific contracts apply to second-, third-, and fourth-year students, and are available at 100%, 80%, or 60% of the contract hours in each year. *Please note that only the correct and current contract will be accepted.*
- 7.8. posted online, and will be announced within the contract.

7.9. Contracts must be signed (**online approval**) by the following parties, and in the following order:

7.9.1. The student

7.9.2. The Department Head of the department in which the research will occur;

7.9.3. The Outstanding Scholars Coordinator.

7.10. The Outstanding Scholars Coordinator will submit contracts to Human Resources, who will submit them to Payroll for payment.

Approved by the Outstanding Scholars Advisory Group  
December, 2020