# CAM Summer Research Program

## Faculty Project Application Form

Please email your completed application to Misha Shvartsman ([mmshvartsman@stthomas.edu](mailto:mmshvartsman@stthomas.edu)) by **5:00 p.m. on Friday, February 7, 2025.**

Background Information:

* Project Title:
* Primary Advisor:
* Other Advisors:

*Note that all other advisors must also work at St. Thomas.* In addition, *each faculty advisor will receive a stipend between* ***$1,500 - $2,000*** *depending on the number of students they advise as well as the number of hours each student is expected to work. If there is more than one advisor, would the advisors like to split the stipend, or would the primary advisor receive the full stipend?*

* Type of Project: Please let us know approximately how many hours per week you expect *each* student to work on your project. We might limit (commensurate to CAM budget) *each* student to work **20** hours per week and to **10** hours a week until July 1. Note that students cannot work more than **40** hours per week between **ALL** student employment positions. More information about student hours can be found here: <https://one.stthomas.edu/sites/human-resources/SitePage/165743/student-employee-handbook>
* Number of Students: How many students would you prefer to work on the project? Preferred number is **2** students but not more than **3** students. **1** student is okay too.
* Description of Project: (one page, roughly one paragraph per bullet)
* Include necessary background contextualizing the problem.
* Describe work to date done on this problem.
* Provide a clear problem statement, rationalizing in the process the type of project.

*Note that this description will be attached to the student application for students to learn more about your project.*

Student Expectations:

* Detailed timeline: This is a ten-week project. Include proposed tasks and student outcomes on a weekly basis.
  + Week 1: June 9 – 13 (Introductory Meeting on June 9)
  + Week 2: June 16 – 20
  + Week 3: June 23 – June 27 (Introductory research talk on June 24)
  + Week 4: June 30 – July 4
  + Week 5: July 7 - 11
  + Week 6: July 14 - 18
  + Week 7: July 21 - 25
  + Week 8: July 28 - August 1
  + Week 9: August 4 - 8 (CAM Symposium on August 7)
  + Week 10: August 11 - 15 (Final report due on August 15)
* Student Qualifications/Background: Please comment on each of the bullets below and provide any additional requirements that students should meet.
  + Pertinent coursework
  + Programming skills
  + Availability

In addition, we may have some incoming St. Thomas students interested in working on a project. Please comment if your project would be an appropriate level for these students.

*Note that these student qualifications/background will be attached to the student application for students to learn more about your project.*

Project Expectations:

* Realistic Expectations for a Completed Project: Provide a summary of realistic expectations of a successful project. Below we have provided examples of elements that might contribute to this response.
  + - Mastery of background material
    - Progress towards a theoretical result
    - Rough draft/outline of a manuscript
    - Developed proficiency in communications skills (including proof writing)
    - Proficiency in LaTeX, mathematical presentation tools
    - Development of a basic model or algorithm
    - Implementation of model or algorithm (software proficiency)
    - Comparative analysis of different methods
    - Comparison of methodology
    - Demonstration of outcomes
* Plan for Contact with and between Students: Please respond to each item below.
  + Frequency of weekly meetings
  + Plan for assisting students with oral presentations and final report.
  + Communications outside scheduled meetings
* Facilitate student research team meetingsFaculty Contract:

By submitting this application, the advisor agrees to the following terms:

Present at CAM event about your project (February 27, 2025, during convo hour)

Attend the Introductory Meeting (on June 9, 2025)

Attend the Introductory research talk (on June 24, 2025)

Attend the CAM Symposium (on August 7, 2025)

Monitoring of Hours – advisor will approve individual tasks reported by students on a bi-weekly basis

Assistance with oral presentations – at a minimum, advisors should help students organize the presentations and observe practice presentations

Assistance with final report – at a minimum, advisors should help students develop an outline of the report, provide feedback throughout the writing process by reviewing drafts of the report. Approve final report.

Closing the Loop

* + Confirm that all elements of the contract were satisfied.
  + Complete a short report summarizing student work and achievements.
  + Evaluation of student work.
  + Faculty who do not successfully complete the terms of the contract are ineligible to advise CAM projects the following two summers.