

**Kentucky - West Virginia**



**Kentucky - West Virginia  
Alliance for  
Minority Participation**

*A Louis Stokes Alliance for Minority Participation*

# KY-WV LSAMP Scholars Handbook

KY-WV LSAMP is funded by The National Science Foundation



**Kentucky-West Virginia Louis Stokes Alliance for Minority Participation (KY-WV LSAMP)**

The Kentucky-West Virginia Louis Stokes Alliance for Minority Participation launched in November 2006, with a grant awarded through the National Science Foundation. The KY-WV LSAMP brings together both four-year institutions and community colleges in Kentucky and West Virginia. The partners are: Bluegrass Community and Technical College, Centre College, Kentucky State University, Marshall University, University of Kentucky (lead institution), University of Louisville, West Virginia State Community and Technical College, West Virginia State University, West Virginia University, Western Kentucky University, with a common goal aimed at increasing the quality and quantity of students successfully completing science, technology, engineering and mathematics (STEM) baccalaureate degree programs, and increasing the number of students interested in, academically qualified for and matriculated into programs of graduate study. KY-WV LSAMP supports sustained and comprehensive approaches that facilitate achievement of the long-term goal of increasing the number of students who earn doctorates in STEM fields, particularly those from populations underrepresented in STEM fields.

**Who is Louis Stokes?**

Louis Stokes played a pivotal role in the quest for civil rights, equality and social and economic justice throughout his tenure in the United States Congress.

Mr. Stokes was educated in the Cleveland Public Schools, graduating from Central High School. Following three years of service in the United States Army, he returned to Cleveland and attended Western Reserve University. He earned his Doctor of Laws Degree from Cleveland Marshall Law School in 1953.

Prior to serving in Congress, Mr. Stokes practiced Law for 14 years and was one of the founders of Stokes, Character, Terry, Perry, Whitehead, Young and Davidson law firm. As a practicing lawyer, Mr. Stokes participated in three cases in the United States Supreme Court, including arguing the landmark "stop and frisk" case of *Terry v. Ohio*. On November 6, 1968, Mr. Stokes was elected to the United States Congress and became the first African American member of Congress from the State of Ohio. He served fifteen consecutive terms in the U.S. House of Representative, ranking 11<sup>th</sup> overall in House seniority. During his tenure in Congress, Mr. Stokes chaired several important committees, including most notably, the House Select Committee on Assassinations, the Ethics Committee, the House Intelligence Committee, and the Appropriations Subcommittee on Veterans Affairs, HUD and Independent Agencies. He was the dean of the Ohio Congressional Delegation, a founding member of the Congressional Black Caucus, and he served on the house Select Committee to Investigate Covert Arms Transactions with Iran. His work in the area of health led to his appointment as a member of the Pepper Commission on Comprehensive Health Care, and he was the founder and chairman of the Congressional Black Caucus Health Braintrust.

When Mr. Stokes retired, he became the first African American in the history of the U.S. Congress to retire having completed 30 years in office. Following his service in Congress, he became senior counsel at Squire, Sanders, and Dempsey L.L. P., a global law firm, and Distinguished Visiting professor at the Mandel School of Applied Social Sciences, Case Western Reserve University. He has served as vice chairman of the PEW Environmental Health Commission at the Johns Hopkins School of Public Health and was appointed by former Health and Human Services Secretary, Donna E. Shalala as chairman of the Advisory Committee on Minority Health.

Through the years, Mr. Stokes has received numerous awards and honors that recognize his national leadership and strong commitment to public service. A number of landmarks around the city of Cleveland now bear his name such as The Louis Stokes Cleveland Veterans Administration Hospital. The Louis Stokes Annex of the Cleveland Public Library and The Louis Stokes Health Sciences Center at Case Western Reserve University. Several National institutions, including Howard University in Washington, D.C., and the National Institutes of Health, have recognized Mr. Stokes by naming certain building on their campuses after him. He is the recipient of 26 honorary doctorate degrees from colleges and universities and on July 8, 2003 was honored by Congress with The Congressional Distinguished Service Award.

Source: <http://msass.case.edu/stokes/stokesbio.html>

**1<sup>st</sup> Year**

- ✓ Check in with KY-WV LSAMP Campus Coordinator at least 3 times a semester.
- ✓ Volunteer at least once a semester to talk with other KY-WV LSAMP Scholars.
- ✓ Attend KY-WV LSAMP-sponsored workshops and functions.
- ✓ Join at least one student organization.
- ✓ Check with the KY-WV LSAMP Campus Coordinator at your university to make sure you know what support resources are available to you and make sure you use them.
- ✓ Attend workshops in preparation for research, internship or co-operative education experience during the summers between year 1 and year 2.

**2<sup>nd</sup> Year**

- ✓ Check in with KY-WV LSAMP Campus Coordinator at least 3 times a semester.
- ✓ Volunteer at least once a semester to talk with other KY-WV LSAMP Scholars.
- ✓ Attend KY-WV LSAMP sponsored workshops and functions.
- ✓ Continue membership in student organizations.
- ✓ Consider being chair of a committee or running for office.
- ✓ Continue preparation for a research, internship or co-operative education experience during the academic year and/or summers between year 2 and year 3.
- ✓ Determine the most appropriate way to present your research. For example, a university symposium or academic meetings.
- ✓ Declare a major by the end of the 2<sup>nd</sup> year as required.
- ✓ Be sure to notify your KY-WV LSAMP Campus Coordinator of your declared major.
- ✓ Begin preliminary research for graduate schools.
- ✓ Check with your KY-WV LSAMP Campus Coordinator regarding the Alliance for Graduate Education and the Professorate (AGEP) contact at your university.
- ✓ Meet with graduate students via AGEP.
- ✓ Look at possibilities of studying or doing research abroad – where's your passport?
- ✓ Check with the KY-WV LSAMP Campus Coordinator at your university to make sure you know what support resources are available to you and make sure you use them.

**3<sup>rd</sup> Year**

- ✓ Check in with KY-WV LSAMP Campus Coordinator at least 3 times a semester.
- ✓ Volunteer at least once a semester to talk with other KY-WV LSAMP Scholars.
- ✓ Continue researching graduate schools
- ✓ Check with KY-WV LSAMP and AGEP Campus Coordinator for resources and assistance in researching graduate schools.
- ✓ If you have not already done so, start a portfolio of all requirements for the graduate schools you have selected.
- ✓ Give careful consideration to faculty that you would like to ask for letters of recommendation.
- ✓ Give careful consideration to asking your co-op or internship supervisor for a letter of recommendation.
- ✓ Check with the KY-WV LSAMP Campus Coordinator at your university to make sure you know what support resources are available to you.
- ✓ Continue to participate in research, internship or co-operative education opportunities.
- ✓ Determine most appropriate way to present your research: university symposium, academic meetings, KY-WV LSAMP annual meeting.
- ✓ Attend KY-WV LSAMP-sponsored workshops and functions.

**4<sup>th</sup> and 5<sup>th</sup> Year**

- ✓ Check in with KY-WV LSAMP Campus Coordinator at least 3 times a semester

- ✓ Volunteer at least once a semester to talk with other KY-WV LSAMP Scholars
- ✓ Finalize graduate-school selections and complete application process
- ✓ Check with the KY-WV LSAMP Campus Coordinator at your university to make sure you know what support resources are available to you.
- ✓ Continue research, internship or co-operative education opportunities.
- ✓ Determine most appropriate way to present your research: university symposium, academic meetings, KY-WV LSAMP annual meeting.
- ✓ Attend KY-WV LSAMP-sponsored workshops and functions
- ✓ Inform KY-WV LSAMP Campus Coordinator of your graduate-school choice.

### **Cooperative Education and Internships**

Internship and cooperative-education experiences are work opportunities that will help you understand the

relationship of your classes to your chosen careers. In addition, you will have the opportunity to tackle real-work projects, interact with experienced professionals and work within teams.

The cooperative-education and internship offices at each of the alliance partner schools offer a variety of resources to assist you in your search for the ideal internship or co-op experience. For instance, there are workshops on how to prepare your resume, conduct a job search and interview. Some universities also provide a workshop on business lunch/dinner etiquette.

You can receive pay and/or college credit for your internship and co-op experiences. **But you must first register with your co-operative education and/or internship office at your university.**

Studies show that industrial internships and co-op work experiences, when combined with scholarship support, have a powerful, positive effect on the achievement, retention and graduation rates of minority students. In order to know of and make full use of opportunities that may be available to you, register with the career services offices at your university.

Participation in an undergraduate research experience is a proven way to enhance the quality of your undergraduate education. Undergraduate research opportunities link you with faculty and graduate student while allowing you to develop your team building, leadership, and information gathering skills. Individual participation will introduce you to laboratory techniques and discipline specific applications. Below are possible preparation activities and questions you should ask yourself as you consider applying for undergraduate research opportunities:

#### **How do I start looking for research opportunities?**

- ❖ Go to your university's home page and type in "undergraduate research opportunities".
- ❖ Attend any workshops available on how to find research opportunities.
- ❖ Talk to peers who have had research experiences.

#### **Have I started thinking about faculty I can ask about research opportunities?**

- ❖ Have I talked with any of my professors who work in fields I'm interested in?
- ❖ Have I visited the academic department office of the areas that I'm interested in and looked on the bulletin boards?
- ❖ Have I reviewed the websites of the departments covering the areas I'm interested in to read the background information on each faculty member in the department in order to learn about what research they do?

#### **Once I find opportunities that interest me, what should I do?**

- ❖ Know the application deadline dates.
- ❖ Review the submission requirements.
- ❖ Know who the contact person is for each research opportunity that I am interested in.
- ❖ Make contact with the program office if the opportunity is part of a separate program.
- ❖ Contact the faculty member directly if I am interested in the specific area of their research.
- ❖ Apply.

#### **What other information should I review regarding the research opportunities I am interested in?**

- ❖ View the entire website for additional information about any program I am interested in.
- ❖ Check the program dates for this research opportunity.
- ❖ Determine whether it is a *paid research* and/or *credit research* opportunity.
- ❖ Find out what the responsibilities will entail.
- ❖ Determine if I have to think about housing and/or transportation on my own or is it handled through the program.

#### **What do I need to prepare in order to be ready to apply?**

- ❖ Be prepared to articulate how prior experience and coursework has helped me focus on my area(s) of interest.
- ❖ Prepare an up-to-date resume in the required format.
  - Have I listed any science fairs that I participated in?
  - Have I listed any honors received?
  - Have I listed any research activities I participated in?
- ❖ Have I listed any courses or workshops that I attended that may be relevant to a specific research opportunity?

#### **What is I am interested in more than one area of research?**

- ❖ Do I have a succinct but specific statement of my interest and background for each area?
- ❖ Does my statement include a brief summary of what I want to **learn** from each research area?
- ❖ Does my statement include a brief statement on how I believe my interest is compatible with the faculty project and how it is in line with my academic goals?
- ❖ If the research activity is out of my academic area, have I explained why this type of research is important to my overall academic career?
- ❖ Have I had my statements reviewed by someone other than myself prior to submission?

**Have I started thinking about faculty whom I can ask for references to include with any applications I submit?**

- ❖ I should provide materials to the faculty that would enable him or her to write a complete and detailed letter of reference. Did I:
- ❖ Include an updated Resume?
- ❖ Include a copy of faculty research project that I am interested in?
- ❖ Include a brief statement of my area of interest?
- ❖ Include a time line for the professor to complete the letter of reference including information about where the letter should be submitted?
- ❖ Make sure I give my professor adequate time to write the letter of support preferably two weeks?

**If I do not meet the minimum requirements for a research opportunity that I am applying for, what should I do?**

Consider contacting the faculty member directly to see if and how expectations are made.

**Did I:**

Complete all required information?

Include all required additional information?

Keep a copy of the application for my records?

Send thank you notes to everyone who assisted me?

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