Magellan Programs Research Report Guidelines

Contact the 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,
- REPORT: each group member must complete and submit a separate report: Section 1A can be the same for all members of the group; Sections B and C must be specific for the individual group member
- PICTURES: each group member must submit their own headshot; action pictures can be the same for each group member

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_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:

Section 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)

Section 1B – Personal Statement
How did this experience impact you and what are your future plans? Includes things such as where headed (workforce, service, gap year, additional education, etc); if known, what company, organization, or school will you be joining and in what field/position; did this experience help clarify your future plans – how so; have you engaged in other research or service because of this experience; did this project get you your first job, etc.

Magellan Journey recipients – please respond to the following prompts for your personal statement: following this experience, how has your perception of research changed? Do you plan to continue participating in undergraduate research? What types of research opportunities are you interested in pursuing next? How has this experience informed your academic and/or involvement interests?

Section 1C - 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 (or something descriptive), 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 Programs 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, under "My Organizations," select "Magellan Programs"
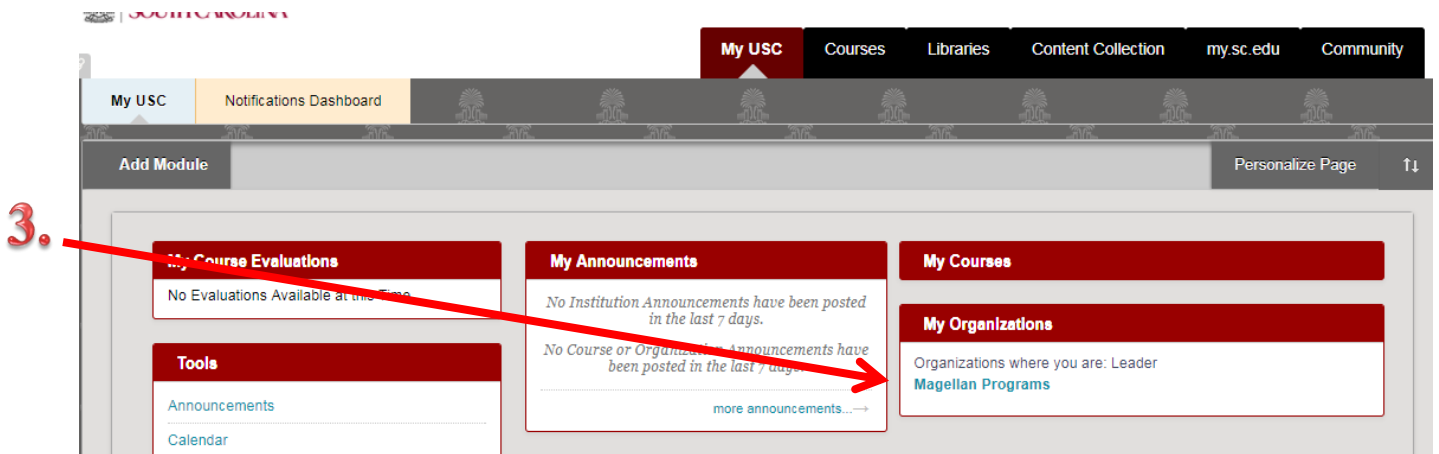
4. On the "Course Menu" on the left side of the screen, click the award you have received (ie: Magellan Scholar, Magellan Mini-Grant, Magellan Apprentice).

NOTE: You will repeat this process for each Magellan award you have received.
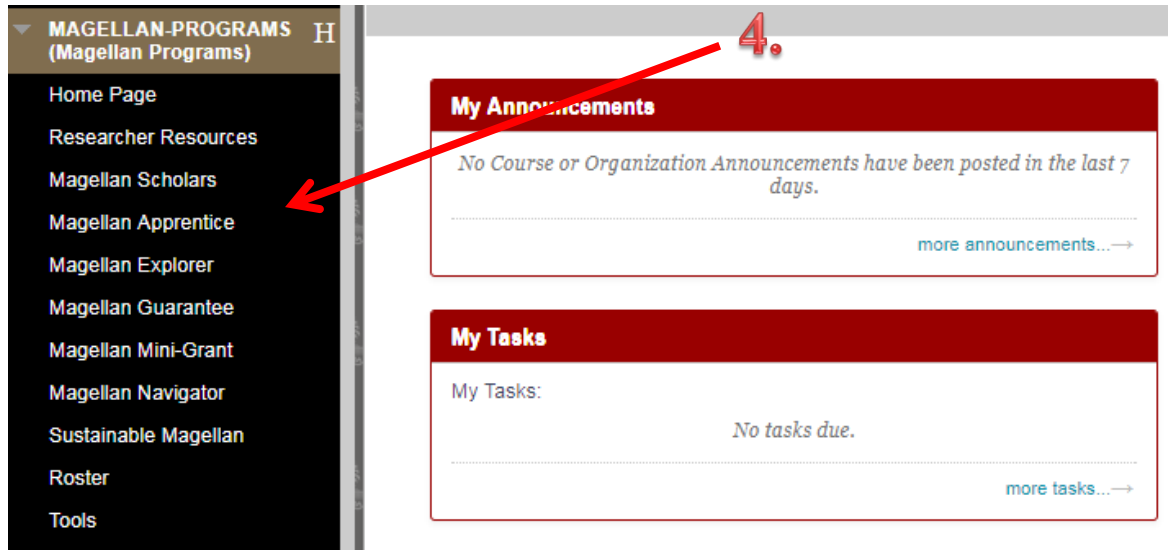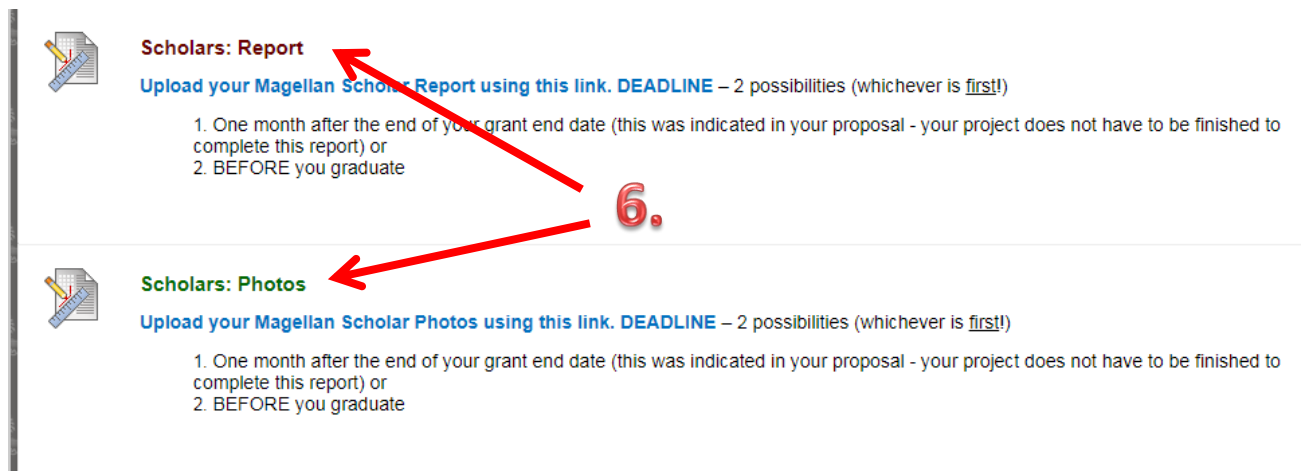

5. Click on the "Report and Photos" folder.

Magellan Scholar Report and Photos
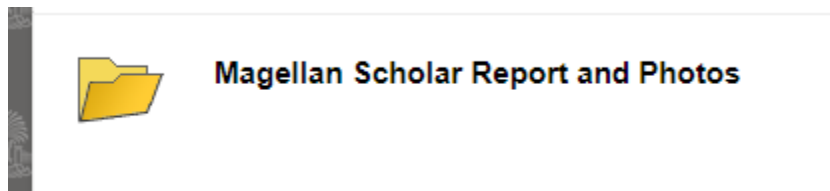
6. Click on the award "Report" OR "Photos" assignment link.

NOTE: You will repeat the following process to upload both the report and photos.

Scholars: Report
Upload your Magellan Scholar Report using this link. DEADLINE – 2 possibilities (whichever is first!)

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

Scholars: Photos
Upload your Magellan Scholar Photos using this link. DEADLINE – 2 possibilities (whichever is first!)

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

7. On the Upload Assignment page, under "Attach File", select "Browse My Computer" and choose your Magellan Programs Report or pictures.

Attach File   [Browse My Computer]   [Browse Content Collection]

Comments

7.

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.

8.

[Cancel]   [Save as Draft]   [Submit]

8. 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.

9. A success message appears, confirming your submission.

This assignment is complete. Review the Submission History.   ☒