The 2015 O.U.R. Summer Research Internships

Applications Due: March 27, 2015 (5:00 P.M.)

Description of Internship

The Office of Undergraduate Research (O.U.R.) will provide funding for six undergraduate students to complete a summer internship working on a research or creative project with a John Jay College faculty member. The internships will pay roughly $3,000 over the course of the summer, and in return the student and faculty member will certify that the student will devote at least 200 hours of work as a research or creative assistant, attend three short monthly meetings, and present the details of their project and its results. [Because Forensic Science and Computer Science students receive ample funding opportunities through PRISM, those students are not eligible to apply for this internship.]

Application Materials

All materials must be received in the O.U.R. (08.66 NB) or via email (OUR@jjay.cuny.edu) by 5:00pm on Friday, March 27, 2015. The review committee will consist of a subcommittee of the advisory board for the Office of Undergraduate Research (members listed below), less any members who are faculty mentors of an applicant. Student applicants will submit the application materials below:

1.) Application cover sheet (see third page)
2.) Cover letter that serves as biographical statement emphasizing future plans. A limit of one page will be strictly enforced.
3.) Curriculum Vita or Resume
4.) John Jay transcript (unofficial is okay)
5.) Description of the research project. A limit of 750 words will be enforced. This should be co-authored by the student and the faculty mentor. IRB application/approval must be included for projects that involved human subjects.
6.) Letter of recommendation from the faculty research/creative mentor (adjunct faculty are not eligible). This can be submitted in a signed-sealed envelope, or directly by the faculty member to OUR@jjay.cuny.edu
7.) Mentoring statement and plan (if applying for the research mentoring assistantship), co-authored by the faculty mentor. Must be at least 250 words, not more than 500 words.
Two Types of Awards

Due to changing regulations from our funding agency (The U.S. Department of Education, Title V program), the summer internships must be administered differently than in the past. There will be two types of awards with funding available for three winners of each type. Students may be considered for both types of awards, but the mentoring-based award requires an additional item in the application – the mentoring statement and plan – which must include additional commitments to mentor junior students at the college.

Research Assistantship

This internship will consist of a paid research assistantship and the student will be hired as an employee of the Research Foundation of CUNY (RF-CUNY) to work as a research assistant for the faculty mentor. The maximum budget for this assistantship is $15/hr x 19 hours/week x 10 weeks = $2,850. This assistantship is an employee-employer relationship. Biweekly timesheets will be required and faculty mentors must approve them. Payroll and other taxes will be deducted from the biweekly paychecks and students will receive a W-2, which is also reported to the IRS as income.

Research Mentoring Fellowship

This internship will consist of a $3,000 stipend in three $1,000 monthly installments. As this is a fellowship, not an assistantship, students will not submit timesheets, will not receive a W-2 from RF-CUNY, and taxes will not be deducted from the stipend checks. However, both the students and faculty mentors must certify that the student will spend no less than 200 hours on research and mentoring activities related to the award, as stated in their application. In addition, students must submit a mentoring statement and plan in their application for this fellowship. Only students who will mentor other students can be considered for this fellowship. Examples of student mentoring include supervising or working with more junior students on the proposed research project or other research projects, training other students in research methods, meeting with junior students to share experiences and encourage their participation in research, etc.

The mentoring statement should explain the mentoring activities in detail and identify the students who will be mentored by name (if known), major, etc., and how they will be involved and/or recruited. Proposed mentoring activities will be verified by the O.U.R.; noncompliant students will have to refund stipend funding. For more examples of eligible mentoring activities, please contact the O.U.R.

Additional Information

All award winners must attend three meetings over the course of the summer to discuss their project, research methodology, and career development. At the last meeting, the student will be expected to present the progress of their project to the group. Students that are awarded this internship will be notified by April 2nd. Any questions should be directed to OUR@jjay.cuny.edu.


Jana Arsovska (Sociology), Dara Byrne (Communication and Theatre Arts), Erica Burleigh (English), Anthony Carpi (Assoc. Provost for Research), Jessica Gordon-Nembhard (Africana Studies, McNair Program), Nathan Lents (Sciences), Maxwell Mak (Political Science), Isabel Martinez (Latin American and Latina/o Studies), David Munns (History), Deryn Strange (Psychology)