TODAY

• WELCOME

• OVERVIEW/CONTACTS
  • HEATHER MCQUEEN, RESOURCE MANAGER, BURTON 115 (EMAIL ANYTIME SURF@SMITH.EDU) 413-585-3950

• ROLES AND RESPONSIBILITIES

• WHERE TO GET INFO  WWW.SCIENCE.SMITH.EDU/SURF

• Q&A
WHAT IS THE SURF PROGRAM?

SURF supports Smith students so that they can participate in immersive summer research with Smith College advisors.

2021: 187 student participants, working with 64 advisors!

ALL SURF INFORMATION AND APPLICATION

WWW.SCIENCE.SMITH.EDU/SURF (OR SEARCH SMITH COLLEGE SURF)
WHAT SUPPORT DOES SURF OFFER STUDENTS?

• A STIPEND $5,700 FOR 10 WEEKS
  • PRORATED FOR SHORTER PROJECTS

• A COST OF LIVING STIPEND FOR STUDENTS WITH A HIGH NEED RATING FROM SFS
  (1/2 OF CAMPUS HOUSING)

• ADMINISTRATIVE SUPPORT FOR APPLICATION AND STIPEND PAYMENTS, ETC.
SMITH SURF ELIGIBILITY

- SMITH COLLEGE UNDERGRADUATE STUDENTS (including graduating seniors) and Smith Post Baccs in Math
- WORKING WITH SMITH COLLEGE SCIENCE faculty, lecturer, instructor, or staff member as their primary advisor
- MULTI WEEK PROJECT: Does not have to be 10 weeks, shorter projects ok, with advisor’s approval
- ENROLLED AS A STUDENT SPRING 2022 (still eligible if not, but implications for housing and income taxes)
HOW DOES IT WORK?

- **STUDENTS AND ADVISORS AGREE** they’d like to work together on summer research—not a matching program.

- **SURF AND DEPARTMENTS, FIGURE OUT HOW MUCH $$$** is available each year for SURF student Stipends >30 funding sources.

- **STUDENTS APPLY**

- **ACADEMIC DEPARTMENTS DETERMINE** which applications can be **FUNDED VS WAITLIST**

- **SURF NOTIFIES STUDENTS** and manages acceptance/decline and awards to waitlisted students.

- **STUDENTS ACCEPT** SURF AWARD.

- **SURF PROCESSES** STIPEND PAYMENTS.
WHO DOES WHAT?

STUDENTS

- TALK with potential advisors before applying
- APPLY to the SURF program
- RESPOND to ACCEPT or to DECLINE funding
- WORK WITH ADVISORS on a work plan and timeline
- ARRANGE their own HOUSING
- CONFIRM they were PAID correctly and promptly
- ATTEND TRAININGS for safety and/or equipment use
- RESPOND to post program survey/abstract
WHO DOES WHAT?

ADVISORS

• TALK with students BEFORE SURF APPLICATION
• AGREE to take students on as SURF ADVISEES
• WORK WITH DEPARTMENT chair or surf organizer in their dept TO DETERMINE FUNDING
• WORKS with STUDENTS TO HAVE A PLAN for SURF work and agree on timeline
• SUPERVISES SURF WORK
• APPROVES SURF PAYMENTS in workday, when necessary
WHO DOES WHAT?

SURF
(VIA HEATHER MCQUEEN, RESOURCE MANAGER, SURF ADMINISTRATOR)

• Answers all questions and TROUBLESHOOTS ANYTHING SURF
• GUIDES ADVISORS
• WORK WITH OTHER OFFICES on campus that are part of SURF process
• COLLECTS/DISTRIBUTES SURF APPLICATIONS
• COLLECTS FUNDING DECISIONS FROM DEPARTMENTS
• NOTIFIES STUDENTS OF FUNDING DECISIONS
• COLLECTS ACCEPTANCE FROM SURF STUDENTS
• MAKES SURE ALL SURF STUDENTS GET PAID
• MAINTAINS ALL RECORDS OF SURF
TIMELINE SURF 2022

- ~DECEMBER 6, 2021 – Application opens
- FEBRUARY 25, 2022 – Application due*
- EARLY MARCH – Funding decisions made by departments
- MID MARCH – Award notices to most students
- ~APRIL 15 – Award Acceptance Deadline
- ~APRIL 20 – Summer Housing applications opened by ResLife
- MAY 9 – Earliest possible SURF start Date
- MAY 23 - AUGUST 12 Standard SURF period
BEFORE YOU APPLY

• TALK WITH THE PERSON THAT YOU WOULD LIKE TO BE YOUR SURF ADVISOR
  • Confirm that they will be working with surf students
  • Project particulars, supplies, safety, field work
  • Preliminary Timeline/schedules
  • Not sure what to say? check out the “Research at Smith” page for ideas

• READ ALL OF THE SURF INSTRUCTIONS AND DEADLINES
  • www.science.smith.edu/surf
  • View application questions
BEFORE YOU ACCEPT

• TALK WITH YOUR SURF ADVISOR
  • Project particulars, supplies, safety, field work
  • Timeline/schedules – very important to arrange housing and travel

• READ ALL OF THE INSTRUCTIONS THAT COME WITH THE SURF AWARD
APPLICATION

• YOUR BASIC INFORMATION

• PROJECT TITLE AND DESCRIPTION (does not need to be a formal abstract)
  • Your great idea
  • Your advisor’s great idea
  • Either way: Great experience and base for future work
APPLICATION PROCESS

• SURF program collects applications from students
• SURF distributes applications to academic departments
• DEPARTMENTS determine available funding slots
• DEPARTMENTS determine declined/waitlisted students
• DEPARTMENTS communicate decisions to SURF
• SURF sends notice to students of award status
STIPEND FUNDING SOURCES

• SCIENCE CENTER OPERATING BUDGET
• DEPARTMENT ENDOWED FUNDS
• EXTERNAL GRANTS MADE TO FACULTY
• INTERNAL GRANTS MADE TO FACULTY
• OTHER COLLEGE OPERATING BUDGETS/FUNDS

IN 2021, SURF FUNDING CAME FROM >30 DIFFERENT FUNDING SOURCES
STIPEND DETAILS

• $5,700 FOR 10 WEEKS
  • PAID ON OR AROUND JUNE 1 VIA DIRECT DEPOSIT/CHECK
  • MOST STIPENDS ARE PAID AS IN ONE LUMP SUM
  • TAXES ON STIPENDS
    • MAY BE WITHHELD ON YOUR STIPEND IF YOU ARE AN INTERNATIONAL STUDENT
    • FOR US RESIDENTS, IT MAY BE TAXABLE, CONSULT YOUR TAX ADVISOR

• IF YOU DO NOT COMPLETE THE PROGRAM AS PER YOUR APPLICATION, YOU WILL BE REQUIRED TO PAY BACK
STIPEND DETAILS

• SOME FUNDING IS PAID HOURLY
  • MANDATED BY FUNDING SOURCE
  • PAYROLL TAXES/FICA ARE WITHHELD OUTSIDE OF THE ACADEMIC YEAR
  • EVERYONE, IF YOU HAVE NOT FILED EMPLOYMENT PAPERWORK WITH THE COLLEGE (I-9, TAX FORMS ETC.) DO THIS NOW
  • EVERYONE, IF YOU DO NOT HAVE A SOCIAL SECURITY CARD, APPLY NOW
OTHER EXPENSES TO CONSIDER

• CONSUMABLES/SUPPLIES
  (DISCUSS WITH YOUR ADVISOR)

• TRAVEL / TRANSPORTATION

• HOUSING
YOUR RESPONSIBILITIES

• TALK WITH YOUR SURF ADVISOR BEFORE YOU ACCEPT YOUR AWARD
  • PROJECT PARTICULARS, SUPPLIES, SAFETY, FIELD WORK
  • FINALIZE TIMELINE/SCHEDULES – VERY IMPORTANT TO ARRANGE HOUSING AND TRAVEL
  • OFFICIALLY ACCEPT AWARD-READ ALL INSTRUCTIONS AND INFO
  • AGREE ON A PROJECT SCHEDULE
  • COMMUNICATE WITH YOUR ADVISOR AND SURF IF PLANS CHANGE
    • SOMEONE ELSE MAY BE ABLE TO ACCEPT THE AWARD
YOUR RESPONSIBILITIES

• REQUIRED SAFETY TRAINING
• EQUIPMENT TRAINING
• REPORT ON YOUR ACHIEVEMENTS AND EXPERIENCE
  • ABSTRACT
  • POST PROGRAM SURVEY COMPLETION-INCLUDES COLLECTION OF THANK YOU NOTES
  • DEPARTMENT/LAB PRESENTATIONS
  • TALK TO OTHER STUDENTS
YOUR QUESTIONS

- YOUR TURN!
- THINK OF SOMETHING LATER? EMAIL ME AT SURF@SMITH.EDU ANYTIME!
- MAKE AN APPOINTMENT TO SEE ME (ZOOM DURING JANUARY) IN BURTON 115 AFTER FEB 1
- OR CALL 413-585-3950