



RESEARCH

TEXAS TECH

Rawls College of Business

Rawls Undergraduate Research Program Description

Undergraduate research is one of the keys to growing Rawls College as a leading, research-based business school, and its success depends on the support of our world-class faculty. Developing the research skills of undergraduate students by partnering them with Rawls research-active faculty members supports one of the most important aspects of Texas Tech's mission to advance knowledge through impactful research. During the Rawls Undergraduate Research Program (RURP), Rawls Faculty mentors take on the responsibility of teaching students important research skills while faculty members benefit from the student's fresh insight and inquiry into their areas of study. The RURP is co-sponsored by Rawls College of Business and the Center for Transformative Undergraduate Experiences (TrUE), Texas Tech University.

Faculty Research Mentors Call for Applications

Prospective mentors **must be full-time Rawls College faculty**. The program is intended to last **9 months, from September 2026 until May 2027**. Faculty can engage undergraduate students in guided research activities including, but not limited to, coding, transcription, focus group and survey development, data visualization and data analysis. The assigned research activities should be designed so that they can be completed by the mentee during the program cycle (September-May). These activities should support scholarly or creative projects, a pilot project, a specific part of a larger project, or be designed to provide preliminary data for future research. Mentors benefit from advancing their research projects with dedicated student support and contributing to Rawls' research mission.

For the 2026-2027 cycle, the Rawls College of Business seeks to gather a cadre of **mentors** who will commit to the following duties:

- **Meet with their assigned research mentee at least once a week.** Students report much more positive experiences when they have regular contact with their research mentors.
- **Orient their assigned mentee to their selected project and establish clear expectations** for the mentee's assigned research activities, associated tasks, and their importance.
- **Establish clear policies** concerning schedules, a timeline of assigned research activities, communications, progress performance reviews, and expected deliverables.
- **Be available to the student researcher throughout the entire undergraduate research process** - i.e. availability before the research begins (to assist with project design and proposal writing), during, and after the research has been completed (to assist with analysis of final results and presentation of research at the [TTU Undergraduate Research Conference](#)).

- **Report a Pass/Fail grade** for the assigned mentee within the RURP final evaluation form to Laura Bilbao (laura.bilbao@ttu.edu) at the end of the program. A pass grade allows the mentee to receive a Business Research Micro-credential. To complete the evaluation, mentors must use the following criteria.

Criteria for RURP End-of-Program Evaluation

The following criteria will be evaluated by mentors, using a 1 (does not meet expectation), 2 (meet expectation) to 3 (exceed expectation) scale, for determining the final Pass/Fail grade for mentees. A mentee will receive a Pass if all criteria are rated 2 or above.

- **Initiative & Intellectual Curiosity:** The student proactively seeks out information, asks thoughtful questions, and proposes ideas that move the project forward.
- **Research Skill Development:** The student demonstrates growing competence in core research tasks (e.g., literature search, data collection/analysis, use of relevant software or lab protocols).
- **Reliability & Professionalism:** The student meets agreed-upon deadlines, follows ethical guidelines, and communicates promptly about obstacles or delays.
- **Collaboration & Responsiveness to Feedback:** The student works well with the mentor (and any team members), actively incorporates feedback, and adapts practices accordingly.
- **Quality of Final Research Report:** The student's final report is well-organized, demonstrates rigorous analysis, and clearly articulates the study's purpose, methods, findings, and implications. See report guidelines below.

The student mentee, in turn, is expected to (as detailed in the Call for Mentee document):

- Dedicate at least 3-4 hours per week to work on their project during the fall and spring semesters.
- Meet with assigned research mentor at least once per week.
- Attend at least one research skill-building workshop each semester. Qualifying workshops such as the Responsible Conduct of Research and Scholarship training, Endnote, R, SPSS, research methodology, coding languages, data management, and data visualization are typically offered through [TTU Library Services](#). If mentee will work with a study involving human subjects, one of the workshops can be substituted with the mandatory online TTU Human Research Protection Program CITI [Training](#) at the Basic Level.
- Present their research at the spring [TTU Undergraduate Research Conference](#), including a poster presentation. The Rawls College of Business will cover the cost of the poster printing.
- Each mentee must submit a 10-page project report containing the following elements:

Section (with recommended heading)	Target length*	Key content
0. Title Page	— (not counted)	• Descriptive title • Student name & major • Faculty mentor & department • Program name & academic year
1. Abstract	½ page (≈150–200 words)	Concise overview of purpose, methods/data, main finding(s), and significance to the mentor’s broader project
2. Introduction & Mentor’s Project Objectives	1 page	• Broad problem context • Overall objectives of the faculty mentor’s larger research project • Specific research gap addressed
3. Focused Literature Review	1½ pages	• Synthesis of 6–10 key sources • How prior work motivates the mentor’s objectives and the mentee’s assigned task
4. Mentee’s Assigned Task & Contribution	1 page	• Clear description of the task(s) the mentee completed (e.g., data collection, coding, pilot analysis) • Explicit link to which part of the mentor’s project each task supports and why it matters
5. Methodology / Process	1–1¼ pages	• Design, data sources, tools, or protocols the mentee used • Any ethical approvals • Quality-control or troubleshooting steps
6. Results / Outputs	1–1¼ pages	• Tables/figures of key data or prototypes • Short narrative highlighting what was achieved (may be preliminary)
7. Discussion & Next Steps	1 page	• How the results advance the larger project • Limitations • Recommendations for subsequent semesters or future researchers
8. Mentee Self-Reflection on Learning	1 page	• Three to five short reflective paragraphs (bullet format acceptable): new skills gained, challenges overcome, insights about the research process, impact on career goals
9. Conclusion	½ page	• Two-sentence project take-away • Two-sentence personal take-away
10. References	≈1 page†	• All works cited, consistent style (APA, Chicago, etc.)
11. Optional Appendices	—	Instruments, extended data tables, code snippets, IRB letter, etc. (not counted if program allows)

What Success Looks Like in RURP

A successful RURP mentorship results in a structured, engaging research experience that integrates the mentee into an active research project. By the end of the program, mentees should demonstrate measurable skill development, produce a high-quality final report, and contribute meaningfully to the progress of the mentor's research (e.g., data collection, analysis, or exploratory work). Strong mentorship outcomes may include student presentations at the TTU Undergraduate Research Conference and contributions that support ongoing scholarly outputs such as conference papers or publications.

RURP Award Selection

The final mentor assessments will be reviewed by Dr. Tingting Yan, Associate Dean for Research & Outreach, to determine the final RURP mentee winners. The final mentee awardees will receive the following awards:

- 1st Prize: \$5,000 for the winning undergraduate mentee, with a plaque titled “Rawls Undergraduate Research Award” to commemorate and celebrate the efforts of the student in developing their research skills.
- 2nd & 3rd Prizes: \$2,500 for each undergraduate mentee awardee as honorable mentions.

All the above winning mentees' mentors will also be recognized at the 2026-2027 RURP closing ceremony with a plaque titled “Rawls Undergraduate Research Mentor Award”.

To apply to become a mentor, fill out the [application form here](#). The application window will end on May 31st, 2026.