

**Halle Institute Undergraduate Global Fellows**

**Advisor Support Document – Spring 2025**

This document has been updated (2/17/25) and now contains two sections, one for students, and another section for advisors.

STUDENT section:

Please provide this form to your advisor to complete and return to you and then submit it in BOTH the Pathways application in place of “offer letter” on Slate and in the Halle UGF pdf application.

***Research Time Description***

To fulfill the Pathways requirement that “time devoted to research total at least **240 hours and 8 weeks**,” please describe below how you will complete the requirement, including:

* what activities you plan to do
* estimated amount of time for each activity
* where research will take place

These research-related hours can include, but are not limited to, the Halle UGF workshops, your time in-country, your time accessing online archives from home, and other research-related activities such as relevant readings, online training, attendance at research talks, meetings with you advisor, etc.

Please see below for a template and example; yours will be unique to your research plans, needs to total 240 hours and 8 weeks, and should be completed with input and **approval** from your advisor:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Where** |
| Archival work | 4 weeks/120 hours | London |
| Attendance at research talk | 2 hours | Emory |
| Meetings with advisor | 1 hour per week for 16 weeks | Online (zoom or teams) |
| ***Total:*** | **138 hours** |  |

ADVISOR section:

Your advisee is applying for the Halle Institute Undergraduate Global Research Fellows (UGF) program, in partnership with the Pathways Center. Fellows in this program travel and conduct independent research in a non-US location during the summer of 2025.

The UGF program requires fellows to participate in a series of pre-summer and post-summer research-related workshops that aim to work in tandem with students’ advisors to provide support before and after field research.

Students are selected for this competitive funding program based on the strength of their research proposal, their demonstrated preparation for independent international research, and the stated support and involvement of their department and/or honors/capstone advisor. In lieu of a letter of recommendation, we require applicants’ advisors to complete this document for students to include in their applications, which are **due March 31, 2025**.

Please see the [Halle website](https://halle.emory.edu/students/halleundergrad.html), for the full call information.

Thank you for your partnership in supporting undergraduate global researchers! If you have questions, please contact Kelly Richmond Yates, [kyates2@emory.edu](mailto:kyates2@emory.edu).

**Please complete the following, sign, and return *to the student* for their submission.:**

Student Name:

Faculty Name:

Faculty Email:

Department:

Please provide responses to the following questions/considerations:

How do you know the student?

What abilities does the student bring to the project? Has the student demonstrated to you their readiness to pursue independent global research?

What are the merits of the project and/or potential significance of the proposed research?

How will you and/or your department help prepare the student prior to their research?

Please describe how you and/or your department will support the student while in-country. (*Students will travel independently and while Emory has safety and security systems in place to support students as needed, we also want to be sure students have regular contact with their department advisor to communicate about their research questions and progress.)*

How will you, as the student's advisor, work with the student upon their return to campus?

Please provide your name and signature, below, to indicate that you have completed this form and reviewed and approved the research activities planned by the student (in the student section of this form).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date