RESEARCH LEARNING CONTRACT V. 09/09/19

The [Student Mentoring Guide](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/mgs_student-mentoring-guide.pdf) may be helpful in considering, discussing, and outlining expectations as well as <http://www.webguru.neu.edu/undergraduate-research/structuring-ur-experience/research-learning-contracts> *from Web Guide to Research for Undergraduates (WebGURU)*

**1) CONTACT INFORMATION**

Student Name:

Phone:

E-mail:

Faculty Mentor/Advisor Name:

Department:

Phone:

E-mail:

Name of Daily Supervisor OR Graduate Student:

*\*if other than faculty advisor*
Phone:

E-mail:

**2) WORK SCHEDULE**

It should be understood that even with a set schedule, some weeks or projects may require more or less time and your hours may need to be adjusted to accommodate. Changes to a schedule should be discussed as early as possible. Items to discuss/consider: course schedule, expectations about working or not working on breaks (fall, winter, and spring breaks), exam time, summer, and end of semesters.

START DATE:

END DATE (or blank):

[ ]  Flexible Schedule ( \_\_\_\_\_hours per week)

[ ] Set Schedule (list days of week and times)

**3) COMMUNICATION PLAN**

Discuss preferred format and appropriate usage (how often, how late is ok, expected time to respond for messages, etc) of email, phone, texting, office hours, etc for general concerns or questions, when problems or issues arise, and for emergencies. Include how all involved prefer contact (mentor, student, and supervisor).

***Who*** and ***how*** to contact when late or missing an established meeting time (sick, etc), for emergencies, problems, etc:

Name:

Phone:

Email:

**4) PROJECT DETAILS**

**TITLE OF PROJECT**

**SHORT DESCRIPTION OF PROJECT**

*(1-2 sentences)*

**GOAL(S)**

*What is expected to be accomplished for this project?*

**TRAINING NEEDED**

*Include who will teach and when, if possible. Be sure to include training needed for human subjects, animal care, safety and compliance, special equipment, etc.*

***Please check if required:***

[ ]  CITI Training

[ ]  Lab Safety

[ ]  Hazardous Waste Management

[ ]  Biosafety

[ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT PLAN/TASKS/TIMELINE**

List the steps or tasks needed to complete the project and if applicable, the deadline for each.

**5) OTHER REQUIREMENTS**

*\*(check all that apply) Items to note: What are the student’s responsibilities for each type of meeting or how to prepare successfully (bring an agenda, list of questions, project status report, prepare a presentation for the group, etc.)?*

[ ] Meet regularly with faculty mentor or supervisor –

 How often/When/Where/Who:

[ ] Attend scheduled research group or lab meetings –

 When/Where:

[ ] Give a presentation of your progress at above meeting or other:

 How often/When: Who can help you prepare or assist with format:

[ ] Review research notes/findings/lab notebook regularly with faculty mentor or supervisor –

How often/When: Who can help you prepare or assist with format:

[ ] Prepare poster presentation or powerpoint for conference, meeting, etc

Name of conference, location, and date:

Timeline of drafts due and final version:

Who can help:

[ ] Other (please specify; may include reports, summary paper, journal articles, etc):

**6) SIGNATURES AND DATES**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Faculty Mentor/Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Daily Supervisor /Graduate Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_