

# Research Supervisor Agreement

## *UA Undergraduate Research Engagement Experience*

I, (First/Last Name) \_\_\_\_\_, affirm that I am a research supervisor (or equivalent role) for the following student: (student's name) \_\_\_\_\_. This student will be conducting research as a part of (name of research lab, program, or project):

\_\_\_\_\_.

**OPTIONAL:** A graduate student or post-doctoral student may serve as a surrogate for the research supervisor so long as that individual will work closely with the undergraduate student. They may meet with the student on a biweekly basis, assist the student in creating their final deliverable, and/or complete the midpoint and final verification surveys. If you wish to assign such a surrogate, please enter their information below:

Graduate/Post-Doc Research Supervisor Name: \_\_\_\_\_

Graduate/Post-Doc Research Supervisor Email: \_\_\_\_\_

### Section I – Responsibilities of the Research Supervisor

I hereby agree to the following responsibilities in my role as a research supervisor for the aforementioned student:

1. Provide the opportunity for the student to conduct a minimum of 45 hours of research.
2. Ensure that this research opportunity meets the learning outcomes specified in Section II.
3. Meet with the student to define the research project, duties, frequency of meetings, expectations for deliverables, deadlines for deliverables, and the communication and problem solving/critical thinking skills the student hopes to develop.
4. **Approximately every 2 weeks:** Meet with the student during the course of their work to provide feedback and mentor the student in developing communication and problem-solving/critical thinking skills as well as additional skills they should continue to improve upon. The student should communicate progress, challenges, and key learnings regarding the research project. These meetings need to be documented via the meeting log forms which are completed by the student and signed by the supervisor (or surrogate).
5. **Throughout the semester:** Support and mentor the student in achieving the learning outcomes and review the log of project hours.

6. Guide the student in creating a summative deliverable of their research experience toward the end of their work. This deliverable should reflect the 45 hours of time committed as well as the skills and knowledge gained by the student.
  - o The format of the deliverable should be pre-approved by you prior to the student starting work on it.
  - o It must contain an abstract or summary which is generally understandable to a person with a non-technical background.
  - o You are responsible for approval of the final version of the deliverable.
  - o See Section IV – Student’s Deliverable below for more details.
7. **End of project:** Complete the end of project questionnaire, confirm whether the student achieved the learning outcomes, and whether the final deliverable was reflective of those learning outcomes.

## Section II – Learning Outcomes for the Experience

The successful completion of this undergraduate research engagement experience and whether the students met their learning outcomes will be determined by the research or program supervisor. In the context of this experience, we have outlined several expected learning outcomes which the student should achieve. They should:

- 1) Clearly define and identify their research question and hypothesis;
- 2) Gain a greater understanding of research methodologies relevant to their research projects;
- 3) Apply academic knowledge, theory, and research methodologies to their projects and conduct experiments to test their hypothesis;
- 4) Analyze and synthesize reference material and data gathered in the research project;
- 5) Develop conclusions to explain key learnings from the research project and to develop new perspectives about the hypothesis; and
- 6) Explain and communicate the research question, hypothesis, research methodologies, data analysis, results, and conclusions.

## Section III – Student Requirements

In order to receive the 100% Engagement notation for the Undergraduate Research Experience, students must fulfill the following requirements:

- 1) Register with the Office of Undergraduate Research after finding a research opportunity but before starting on research.
- 2) Spend a minimum of 45 hours on research.
- 3) Submit all required paperwork to the Office of Undergraduate Research, via D2L, verifying their experience. Including:
  - a. A signed Engagement Experience Plan,
  - b. A signed Research Supervisor Agreement,
  - c. Completed Research Supervisor Meeting Logs,

- d. And the summative deliverable of their experience.

## Section IV – Student’s Deliverable

The deliverable completed by the student should:

1. Provide a detailed summary of the research conducted.
2. Highlight any innovative or creative approaches taken by the student in the course of the research.
3. Describe the skills and / or knowledge developed by the student during the research needed to be successful.
4. Include an abstract statement or summary which is generally understandable to a non-technical person.

The deliverable the student creates should follow the conventions of that particular field in terms of formatting and organization. Acceptable mediums for the deliver could be one or more of the following:

- Academic poster
- PowerPoint presentation (with slide notes)
- Extended abstract (3-5 page summary of the research project)
- Lab journals with a final summary
- Research report or paper
- Compilation of field observations and a research summary report

## Section V – Experience Plan

Define the research project, duties, frequency of meetings, expectations for deliverables, deadlines for deliverables, and the goals to further develop skills in communication and problem solving/critical thinking.

<b>Definition of research project, duties involved, and expectations of student:</b>
<b>Frequency of meetings:</b>
<b>Deadlines for deliverables:</b>
<b>Goals for research project:</b>

## Section VI – Acknowledgement and Agreement

By signing below as the aforementioned student's research supervisor, I hereby acknowledge that I have read, understand, and agree to the terms stipulated in Sections I, II, III, and IV of this document.

**Research Supervisor Name (Please Print):** \_\_\_\_\_

**Research Supervisor Signature:** \_\_\_\_\_

**(Optional) Surrogate's Name (Please Print):** \_\_\_\_\_

**(Optional) Surrogate's Signature:** \_\_\_\_\_

**Student's Name (Please Print):** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

## Additional notes and suggestions:

- Work with the student to come up with deadlines for related work. For example:
  - What form will their mid-experience feedback take and when exactly will that occur?
  - When is the deadline for the student to get your approval for their deliverable?
  - When will the final version of the deliverable be due?
- Clearly outline the roles and responsibilities for the student within your lab / project.
- Try and setup an agreed upon meeting schedule for the biweekly check-ins early on.
- During your biweekly meetings **encourage your student to specify what skills they are using in your lab. Ask them how those skills relate to the work their doing.** Ask them if the skills they're using are improving and why or why not. Encourage your students to think about how these skills can be applied elsewhere and provide examples when possible.
- When appropriate, encourage the student to explore related scholarly research to develop a deeper understanding of the work being done.
- If possible, have the student work on something which will produce results while the student is in the lab. If that is not possible, help the student understand the larger context in which the research is occurring and the timeframe for research in this field.
- It is acceptable for students to have prior experience in your lab or research project and/or to continue working with you after the conclusion of this experience. The documentation for this experience need only cover the 45 hours of research conducted in a specific term.
- There is no prohibition on students receiving compensation as a part of this experience.
- Students may enroll in a for-credit class as a part of their research, however if that class already has an Engagement Experience associated with it, they may not receive an additional engagement notation through this experience.