

VALENCIA COLLEGE

Undergraduate Research Mentoring | Student-Faculty Agreement Form

Purpose: This document is a tool to set clear expectations for both an undergraduate student and their faculty mentor as a guide for the student's research experience. It should be completed after an initial agreement to work together has been reached. It can be used for any type of undergraduate research (for credit or non-credit) in any context (e.g. laboratory, field work, community engagement). The student could be mentored on a project of his or her own design or on a contribution to the faculty mentor's research. Furthermore, this agreement is intended to form the basis for assessment of progress and evaluation of outcomes, either formally or informally.

Directions: The student and mentor should complete most of this agreement together, using the template to facilitate your conversation as you establish and clarify expectations for communications, milestones, and outcomes. Fill it out at the beginning of the research term, and refer to it as needed throughout the term. At the end of the research term, use the agreement to discuss the student's progress (particularly for section 4).

Both the student and mentor should retain completed copies. The Coordinator for Undergraduate Research also should receive a copy of all completed agreements. Please email a scanned copy to UR@valenciacollege.edu.

1. General Information

- **Student name and ID number:**
- **Student email address:**
- **Mentor name:**
- **Mentor Department & Campus:**
- **Mentor email address:**
- **Research term** (e.g. Semester/Year):
- **Course and Section Numbers** (if any):
- **Project Title:**
- **Project Thesis:**
- **Brief** (2-3 sentences) **description of research project**
- **Annotated Bibliography** (minimum of 5 references)

2. Background

The student should complete this section prior to meeting with the mentor and these responses should be considered when discussing the remaining items.

- **I am most confident about this strength/useful knowledge/skill that I bring to this project:**
- **I anticipate that my greatest challenge in accomplishing this research might be:**
- **I think that the most important thing for someone mentoring me to know is:**
- **I think that the most important thing for someone mentoring me to do is:**
- **I will consider this experience a success overall if I:**

3. Mandatory Requirements for successful completion

- **Complete Undergraduate Research Canvas modules as applicable**
- **Annotated Bibliography (minimum of 10 sources)**
- **Poster Presentation at end of the semester Showcase (Fall or Spring)**
* Faculty member must review poster prior to submission
- **Research Paper (minimum of 10 pages in length)**

4. General Expectations

- **Should issues or problems arise, the student will contact the mentor immediately.**
- **The student is required to get the mentor's permission before presenting research at a conference and/or submitting it for publication.**
- **How many hours per week, on average, should the student spend working on the project? Are there restrictions for when that work may take place?**
- **What additional resources will the student need to complete the project?** (e.g. faculty members, research coordinator, other students, lab equipment/access)
- **Which, if any, of the following resources should the student use to prepare for or complete the project?** (check all that apply)
 - Complete departmental or duty specific safety/ethics training.
 - Complete ___ Undergraduate Research Canvas modules
 - Consult with reference librarian for assistance finding sources.

- Make an appointment with the Writing Center for feedback on drafts of papers.
- Submit a draft paper to online tutoring tool prior to turning in final.
- Other _____.

3. Type of Research

- Course credit Non-credit; *If non-credit, student has completed HR volunteer application*

Please indicate if this is a program/grant requirement: Click or tap here to enter text.

Approximate hours/week Click or tap here to enter text. OR Number of meetings Click or tap here to enter text.

Please indicate the elements of the research focus of the course* (see the Curriculum Plan form for more detail):

- Set Clear Goals**
- Perform Adequate Preparation**
- Use Appropriate Methods**
- Achieve Significant Results**
- Deliver an Effective Presentation** (required for all undergraduate research experiences)

*Three elements would be a minimum number for most courses (inclusive of presentation).

Faculty Use Only:

Faculty who teach IDS2XXX Undergraduate Research Courses must:

- participate in the 3PD-hour LCTS6317 Introduction to Undergraduate Research Experiences offered through Faculty Development, an interactive course through which faculty produce an undergraduate research learning experience

OR

- verify alternate credentials

- I have attached a mentoring goals and activities form including budget request (if applicable)
- In order to document my students' work, I agree to participate in the pre-/post-surveys and submit artifacts related to completion of research activities

As mentor and mentee, we will strive to accomplish the following:

- Provide timely response to all communications.
- Arrive on time and ready to work at all planned meetings and events.
- Regularly check progress via the Project Objectives and Timeline form.
- Provide each other with honest, direct and respectful feedback.
- Commit to participating in thoughtful reflections and feedback for the Undergraduate Research Initiative.
- Other: Click or tap here to enter text.

Mentee Signature: _____

Date: Click or tap to enter a date.

Mentor Signature: _____

Date: Click or tap to enter a date.

Dean Signature: _____

Date: Click or tap to enter a date.

Coordinator, Undergraduate Research: _____

Date: Click or tap to enter a date.