

For Office Use

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Date registered: _____ Initials: _____ Course: UGS 310 UGS 320 Unique# _____

Approved Denied Signature of OUR Research Coordinator: _____

Instructions

UGS 310/320/320F allows students to earn course credit for participating in supervised research with a faculty member. Supervised research can be: 1) independent research undertaken by the student, or 2) assistance on a faculty member's research project.

Registration:

Students must submit a completed Course Contract signed by both student and faculty supervisor. The Contract will be evaluated by the OUR Coordinator; if approved, the student will be registered for the appropriate course by the 12th class day of the semester. Students will be notified by email regarding approval and registration status.

Submit to:

Office of Undergraduate Research (OUR)
Flawn Academic Center (FAC)
Room 33
Tel: 512-471-7152

Deadline:

4th class day in fall and spring. The Monday before classes begin in summer.
Late contracts will not be accepted.

Section I. Student & Faculty Supervisor Information

Student Name: _____ Phone: _____

Student EID: _____ Student Email: _____

Student Major(s): _____

Classification: Freshman Sophomore Junior Senior

Credit Semester: Fall Spring Summer Year: _____

Faculty Supervisor Name: _____ Faculty EID: _____

Faculty Phone: _____ Faculty Email: _____

Faculty Supervisor Department: _____

Section II. Course Credit

REPEAT CREDIT: Three hours of UGS course credit may be earned for **one** semester of work on a research project. Credit may not be earned for more than one semester on the same project. The course may be repeated for credit with consent of the OUR Coordinator for research on a different project.

Have you received (or will you receive) prior course credit for participation in the proposed research project?

No

Yes, course number: _____

If you plan to continue working on a project for which you will have received credit, attach a brief letter or email of explanation from your supervisor outlining how the proposed research experience differs from previous experiences.

Section III. Must be completed by both student and faculty supervisor

1. Please check the box that best describes your current role on this research project:

I am **assisting** my faculty supervisor on his or her research project

I am working on an **independent** research project with faculty oversight

2. In the space provided below or in an attached document, describe the proposed research experience (topic of research, description of project), including the student's specific role in this project.

3. Briefly describe faculty-student conferences or meetings (in-person, email, etc.) and how frequently they will occur (at least bi-weekly is recommended). Please note if the student will work with a graduate student or team.

4. Using the table below, list required activities/projects for this research course, the percentage of the student's final grade determined by each, and when they are due. Please be sure that your grade breakdown adds up to 100%.

Example:

Data collection, 25%, Due weekly; Annotated Bibliography, 25%, Due Nov. 1st; Participation in team meetings, 15%, Due biweekly; Final research paper, 35%, Due Dec. 1st.

Activity/Assignment	Percentage of Grade	Due

Student Expectations

In order to receive UGS credit for research, students must meet the expectations listed below. Check each box to acknowledge that you understand the expectation.

- Agree on a research plan and grading requirements for the semester with your faculty supervisor *before* the research project begins. All academic requirements are at the discretion of the supervising faculty member.
- You will earn a letter grade and 3 course credits for your research experience. If this will put you over your maximum credit hours for the semester, discuss an extension with your academic advisor *before* submitting this contract.

- It is the student's responsibility to report progress and seek guidance when needed. If you encounter a problem or make a mistake, discuss it with your faculty supervisor right away.
- Students are expected to be active and reliable participants in the research experience, and follow the University of Texas Honor Code (<http://www.utexas.edu/about-ut/mission-core-purpose-honor-code>) and standards of Academic Integrity (http://deanofstudents.utexas.edu/sjs/acint_student.php).
- If your project uses human subjects, animal subjects, or dangerous materials, or if you will use data collected from or about people, you may need approval from the Institutional Review Board (IRB) or similar agency *before* beginning your research. For more information, contact the Office of Research Support at 512-471-8871 or visit their website at <http://www.utexas.edu/research/rsc/>.

Guidelines for Faculty Supervisors

Prospective faculty supervisors of undergraduate researchers should discuss mutual expectations with the student before agreeing to supervise a student research experience. Some students will need more guidance than others. We recommend the following guidelines:

- Students are expected to spend about 10 hours per week on their research activities in order to earn three hours of course credit. The grade policies you establish with the student should take this expectation into consideration.
- Plan to meet with the student periodically throughout the semester or arrange regular email contact. Contact is recommended on at least a bi-weekly basis.
- Encourage the student to make connections among the research topic and activities and methodologies, controversies, and trends in the discipline.
- Assign final grade or credit. The OUR will notify you by email when grade reporting sheets are available through the Registrar's online grade submission system.

Faculty and Student Signatures

We agree to the terms stated above and acknowledge the following hours guidelines for enrollment in a 3-hour course: 160-180 hours of work (about 10 hours/week) per semester.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____