

Undergraduate Research Compact



Office of
Undergraduate Research
UNIVERSITY OF WEST FLORIDA

STUDENT CONTACT INFORMATION

Name: UWF ID#:
Local Address: Cell Phone #:
E-mail Address:

FACULTY MENTOR CONTACT INFORMATION

Name:
Department: College:
Office Location: Office Phone #: Lab Phone #:
Lab Location: Cell Phone # (optional):
E-mail Address: It is ok to call cell phone: ☐ Anytime ☐ Emergency Only
Other Personnel Name and Contact Info (if applicable - i.e., graduate student):

PROJECT INFORMATION

Title:
Brief Description:

STUDENT RESPONSIBILITIES & EXPECTATIONS

Start Date: End Date: Hrs/Week:
Documentation of Notes, Data, etc.: *Where and how should the student record notes, data, etc.? Is there a computer or shared file that should be used?*
Student should keep a dedicated research notebook: ☐ Yes ☐ No ☐ Optional

RESEARCH GOALS

Mentors should add or remove spaces to modify the number of goals, as appropriate, for the time frame and background skill level of the student. Research goals should be focused on accomplishing specific milestones of the research project and should have clear, measurable outcomes.

Research Goal #1 (brief description of goal and how to accomplish):

Deadline for Accomplishing Goal #1:

This deadline is: ☐ Firm ☐ Flexible

Research Goal #2 (brief description of goal and how to accomplish):

Deadline for Accomplishing Goal #2:

This deadline is: ☐ Firm ☐ Flexible

Research Goal #3 (brief description of goal and how to accomplish):

Deadline for Accomplishing Goal #3:

This deadline is: ☐ Firm ☐ Flexible

PROFESSIONAL DEVELOPMENT AREAS OF FOCUS

Mentors should add or remove spaces to modify the number of areas of focus, as appropriate, for the time frame and background skill level of the student. Professional development areas of focus should address student soft skills (i.e., communication, persistence, critical thinking, etc.). These may be areas that the student feels less confident in or areas that the mentor feels is an area of weakness.

Professional Development Area of Focus #1 (brief description of area):

Strategies Planned for Building Skills in Area of Focus #1:

Professional Development Area of Focus #2 (brief description of area):

Strategies Planned for Building Skills in Area of Focus #2:

FACULTY RESPONSIBILITIES & EXPECTATIONS

Communication Plan: *What is the best way for the student to contact you with questions? Will there be regular one-on-one check-in meetings? Lab group meetings? If so, when and where?*

Publication and Presentation Plan: *Do you anticipate that this research project will contribute to a journal article or conference presentation? Assuming the student meets the expectations outlined on this compact, do you expect the student to be a co-author? Or receive an acknowledgment? Might there be an opportunity for the student to present the research at a conference? Which conference?*

Equipment and Training Plan: *Will the student need any special training to complete the research project (i.e., general lab safety training; IRB approval; methods training and/or equipment training specific to your research project, etc.)? If so, how/when will that training be completed? Will you conduct the training or will you facilitate someone else providing training?*

SIGNATURES OF COMMITMENT

By signing this research compact, I commit to this undergraduate research project, as outlined above. I understand that unforeseen circumstances may arise. If either party cannot meet the agreed-upon obligations, the student and faculty mentor must sign written notice of termination or modification of the compact.

Student Signature:

Date:

Faculty Mentor Signature:

Date: