

Contract

Portuguese 398R: Undergraduate Research Assistantship (Mandatory Pass/Fail)

Submit to Undergraduate Secretary, Herter Hall 418, no later than two business days before end of add/drop period.

LATE CONTRACTS WILL NOT BE ACCEPTED.

Student Name	Spire ID
Email address	RA semester
# of Previous Practicum (RA/TA/internship) credits: (courses ending in 98 – a maximum of 18 practicum credits can be applied to your 120 credits toward graduation)	Spire Registration appointment data
Hours/week (3 hours/week for each credit):	# Credits contracting for*
Faculty Sponsor:	Research Project:

Student and faculty sponsor should meet to agree upon the responsibilities and expectations for this position. These expectations should be maintained in writing by the faculty sponsor. Check off and describe the responsibilities of the student:

Pilot work	Collect Data	Student role and expectations:
Library research	Transcribe Data	
Bibliographic duties	Write research	
Maintain equipment	Digital work	
Hold office hours	Attend team meetings	
Recruit subjects	Clerical work	

Student and faculty sponsor should agree upon the responsibilities of the faculty sponsor in supervising the student. These expectations should be maintained in writing by the faculty sponsor.

Describe the nature of supervision: _____

Specify how the work of the student will be evaluated: _____

Student, please initial the following affirmation:

_____ I affirm I will take the online course and exam and receive certification on “Training on the Protection of Human Subjects,” available online at <https://www.citiprogram.org/> if my research involves human participants. I agree that I have discussed responsibilities with my sponsor(s) and that I understand these responsibilities. I intend to fulfill these expectations.

Student signature: _____ Date: _____

The above named student and I have discussed and agreed upon expectations for both the responsibilities of the student and the supervisor.

Faculty sponsor: _____ Date: _____

Undergraduate Director: _____ Date: _____

*Note that credit overloads (to register for more than the maximum # of credits in a semester) must be approved by the Undergraduate Dean.