
SENIOR EXPERIENCE
UNDERGRADUATE RESEARCH (UR) CONTRACT - GEOSCIENCES
Student - Professor UR / Course Agreement

The undergraduate research (UR) contract for Senior Experience Credit between student(s) and professor delineates the details associated with credit hours, deadlines, project product and authorship. In general, you, the student, will need to develop the undergraduate research, plan your time constraints and deadlines accordingly, obtain permissions and access to laboratory and/or field research, log your project contributions and hours spent, define your final outcome and prepare an acceptable finished product (e.g.; submittable / presentable paper, presentation, poster).

Background and Preparation You must be able to use the following to produce a high quality final product:

Word and/or Power Point: Be familiar with formatting text, using subscripts and superscripts, inserting and editing equations, and inserting and captioning graphics. Understand the wrapping format for inserted graphics, so text flows meaningfully around your insertions.

Graphics: You should be able to modify, enhance, annotate or overlay graphics. Minimum resolution is 300dpi. Make sure graphics are crisp, clear and any label is easily readable. All graphics should have a caption stating the author and/or citation. Preferably use lossless graphic formats, such as .tif or .bmp. Unfortunately .jpg is NOT lossless and will degrade a little every time you open and save it again.

Photos: A cell phones with a 7.2MP camera are usually ok. When taking pictures, lighting and background is the key. This means dark objects should be photographed with light or white backgrounds (sheet of paper) and visa versa for light objects. Having adequate lighting will also help to get sharp, crisp, in focus pictures. Blurry and out of focus pictures are not acceptable.

Citations: Should be compiled and tracked using Zotero (<https://www.zotero.org/>). As citation style use the United States Geologies Survey (USGS) format. Do NOT forget to cite inserted maps and photos.

Loading the USGS citation format: Once Zotero Standalone is installed, click on "Preferences" under the Edit tab. There click on "Cite" and go to the "Styles" tab. Click on the "Get additional styles..." below the Styles Manger Box. When the Zotero Styles Repository Window opens, click on the "geology" button within the "Fields" section. A list of geology journals should now appear. Scroll down to the U.S. Geological Survey and click on it. The U.S.G.S. style will now be part of your Zotero system and you can set your citations to be formatted accordingly in Zotero and by extension in Word.

Compiling the Product: The final product should be worthy of the effort expended. Neatness is absolutely essential and you will be graded on appearance as well as content. Upon uploading your work on CANVAS, please also email a final, cleaned-up version to the instructor.

Module Reports: You are required to file 9 Module Reports using the CANVAS platform, showing hours worked and giving a summary of your research activities to date.

PLEASE COMPLETE THE FOLLOWING AND SUBMIT AS A SIGNED AND DATED PDF DOCUMENT
USING THE CANVAS PORTAL BY THE DEADLINE.

STUDENT INFORMATION

<i>Last Name:</i>		<i>First Name:</i>	<i>Date:</i>
<i>Student ID (full 900 or 901 #):</i>	<i>Email:</i>	<i>Phone (cell preferred):</i>	<i>Alternate contact:</i>
<i>Address:</i>		<i>City, State</i>	<i>ZIP:</i>
<i>I am currently (check one):</i> Freshmen (< 30 credits) Sophomore (30 - 60 credits) Junior (60 - 90 credits) Senior (90 - 120 credits) Anticipated <i>Grad. Year:</i> <i>End of Sem:</i>	<i>My Major / Concentration:</i> <i>My Minor (if applicable):</i>	<i>I have transportation for fieldwork:</i> YES NO	

COURSE SELECTION (Course credit and anticipated course enrollment year/semester)

Senior Experience Course Selection GEL4970 Undergraduate Research in Geology	REQUIRED: min. 4 credits - min. 180 work hours
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Read ALL the rules associated with your UR research or Directed Study course and indicate with your initials that you have understood and will abide by these rules and regulations and that you understand the consequences:

Indicate your understanding and agreement with your initials and date below	Rules and Regulations
Initials Date	It is the student’s responsibility to contact the instructor regularly . A frequent MODULE report MUST be filed according to the course schedule. The report template can be downloaded from the courses website. http://college.earthscienceeducation.net/UR/URmodulereport.pdf
Initials Date	Previous work from other courses without severe modification or extension is NOT accepted. Check with your instructor. Your research should be new!
Initials Date	It is the student’s responsibility to find solutions to project glitches, such as faulty equipment, by possibly having to solicit outside resources (e.g.; USGS, CSM, etc.) or helping with repairs. As in real life, sometimes this means that you will have to work “overtime”!
Initials Date	Research samples entrusted to you can NOT leave the EAS LAB . You are to keep ALL samples in a designated, assigned place within the EAS department. In case outside resources are to be used, samples must be prepared in-house and only a sample split ready for analysis may be taken. (Other arrangements may be made, only with CONSENT OF INSTRUCTOR)
Initials Date	You are responsible for cleaning any lab areas and equipment you use on campus. When you finish your project, discard all material no longer needed and return the original sample to the instructor. Infractions may result in losing lab privileges and/or an “F” grade!

Last Name:

First Name:

900#

RESEARCH TITLE / BRIEF SUMMARY

SCOPE (Admin use only)

Student

Student-Professor

Professor

Group

Title:

Brief Summary:

GROUP PROJECT Yes (complete MY ANTICIPATED GROUP CONTRIBUTION below)

No (Skip to page 4)

If YES, please list ALL partners in the group (incl. yourself):

My Name:

My ID:

Name:

Student ID:

Name:

Student ID:

Name:

Student ID:

ANTICIPATED GROUP CONTRIBUTION (Each contributor must meet min. work hours per "COURSE SELECTION")

Group Contribution Distribution Summary

List YOUR individual contributions and anticipated time commitment for each

Anticipated Hours

My hands-on writing contribution (e.g. writing, proof reading, editing, etc.):

My hands-on field / laboratory work (e.g. field sampling, mapping, lab prep & analysis, etc):

Working in a group is an awesome responsibility. Your partners depend on you to complete your part of the project on time and in a professional manner. If you slack in any way, it will affect your group. You are under obligation to frequently communicate any possible deviations from your proposed outline and contributions with your partners.

GROUP GRADING: All group participants will receive the same grade for the FINAL UR project / product upon successful completion, even if a group member may feel that their contribution exceeded the contributions of others in the group. All other assignments are graded INDIVIDUALLY and must be turned in by the indicated deadlines as such.

Last Name:

First Name:

900 or 901 #

UR Title:

CALENDAR DEADLINES

Please see the CANVAS COURSE PLATFORM for published deadlines.

FINAL PRODUCT AND AUTHORSHIP

As a courtesy, the instructor will allow you to claim authorship for your final research product (Most schools / instructors will not). However, since you are completing the UR project under the supervision, direction and sometimes significant involvement of a professor, your UR supervisor needs to be listed as the main or co-author on your finished UR product. Again, out of pure courtesy, those of you who actually submit a paper to a journal or present at a conference may list yourself as 1st authors, but **MUST** include the professor as an additional author. Please note that your professor reserves the right to publish your research or parts thereof with or without acknowledgment of your contributions in any subsequent publications or presentation of his choosing. In ALL CASES you must submit your final products as electronic files together with any ancillary material (data, graphics) to your professor.

FINAL PRODUCT(S) -select all that apply -	Publisher / Conference	Authorship - select in consultation with instructor -	SCOPE (Admin use only)
Journal Paper			Professor Student Group
Oral Presentation			Professor Student Group
Poster Presentation			Professor Student Group
Other -Must be approved in writing before commencing with your Senior Experience - Detailed Description and Grading Requirements for "Other":			

Last Name:

First Name:

900 or 901 #

UR Title:

UR CONTRACT AGREEMENT

We, the undersigned hereby agree to abide by the regulations of this undergraduate research contract as outlined.

Instructor's Signature

Date

Student's Signature

Date