

# Undergraduate Research Apprentice Program

Funded by the Department of Education's College Cost Reduction and Access Act (CCRAA)

## Contract for Faculty Advisors-CCRAA Research Apprentice Program 2009-2010

The US Department of Education awarded Cal Poly Pomona a grant to support an undergraduate research apprentice program. The overall goal of this program is to encourage, prepare and provide support for talented undergraduate students who plan to pursue advanced degrees followed by careers in Science, Technology, Engineering or Math (STEM). *The following contract needs to be filled out, signed and included with the student program application in order for the application to be complete.*

As the faculty research advisor for an applicant to the CCRAA Research Apprentice Program, I, \_\_\_\_\_, agree to fulfill the following program requirements if the student applicant is selected.

### **Please acknowledge by initialing beside each activity:**

- \_\_\_\_ Supervise and mentor the student applicant in a research project including meeting with the student regularly and advising the student on procedures for applying to graduate programs. This includes approving a biweekly timesheet for the student.
- \_\_\_\_ Assist the student in attending and presenting a poster of his/her research at a scientific or undergraduate research conference (excluding symposia mentioned below), and submit the abstract of the presentation to the CCRAA Undergraduate Research Coordinator.
- \_\_\_\_ Assist the student in preparing an oral presentation of his/her research at the annual College of Science Undergraduate Research Symposium or the College of Engineering Project Symposium in the Spring quarter.
- \_\_\_\_ The supplies stipend (\$800 per AY and \$800 per Summer) is funded on a per faculty basis (not based on the number of students or projects). This funding can *only be used to purchase supplies (not for equipment, travel, or other costs associated with the research)*.
- \_\_\_\_ Commit to leading a minimum of one, 1 hour, workshop (or related support for a workshop topic) to assist all CCRAA Research Apprenticeship Program students in being successful in their research and/or applying to graduate programs. The schedule and topics of the workshops will be coordinated with the CCRAA Undergraduate Research Coordinator. (Possible workshop topics: effective research planning and design; summer research opportunities; fellowships and scholarships; time management; effective self-statements; applying to graduate school; etc.)

Name of CCRAA Research Apprentice (please print):

\_\_\_\_\_

Name of CCRAA Research Advisor (please print):

\_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_