

# Undergraduate Research Apprenticeship Program

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

## Contract for Student Participants-CCRAA Research Apprenticeship Program 2009-2010

The US Department of Education awarded Cal Poly Pomona a grant to support an undergraduate research apprenticeship 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 program application in order for the application to be complete.*

If selected for the CCRAA Research Apprenticeship Program, I, \_\_\_\_\_, agree to fulfill the following program requirements and maintain the minimum standards:

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

- \_\_\_ Maintain full-time status (12 units per quarter during the academic year)
- \_\_\_ Maintain at least a 2.8 GPA
- \_\_\_ Notify the CCRAA Undergraduate Research Coordinator and Research Advisor of any work commitments outside of the CCRAA research project and to restrict those commitments to ***NO MORE than 5 hours per week.***
- \_\_\_ Participate in a research project under the supervision of my research advisor, including completion of any particular activities that my professor may require (e.g. experiments, meetings, presentations)
- \_\_\_ Make steady progress on my research project
- \_\_\_ Maintain a detailed laboratory notebook for all research work done to be submitted to advisor.
- \_\_\_ Attend and present a poster of my research at a scientific or undergraduate research conference (excluding symposia mentioned below), and submit the abstract for my presentation to the CCRAA Undergraduate Research Coordinator. OR Attend a research conference and submit a 2-page report within 1 week after I return. The report will include a summary of sessions attended, what you learned, and what was important.
- \_\_\_ Work 10-15 hrs/ week during the academic year and/or 20-40 hours during the Summer quarter.
- \_\_\_ Attend and present an oral presentation of my research at the annual College of Science Undergraduate Research Symposium or the College of Engineering Project Symposium in the Spring quarter.
- \_\_\_ Attend and participate in CCRAA sponsored activities (e.g. seminars, meetings, workshops, etc.)
- \_\_\_ Check e-mail regularly for CCRAA announcements and activities.

### **Commitment to the CCRAA Undergraduate Research Coordinator**

- \_\_\_ Keep the CCRAA Undergraduate Research Coordinator informed of your expected graduation date.
- \_\_\_ Submit a **CCRAA Progress Report** to the Undergraduate Research Coordinator at the end of your final quarter of support (copy to research advisor).
- \_\_\_ Notify the CCRAA Undergraduate Research Coordinator of any awards or professional activities that you receive or participate in.
- \_\_\_ Notify the CCRAA Undergraduate Research Coordinator of graduate/ professional school applications, graduate or professional school acceptance, and decisions to attend graduate or professional school.
- \_\_\_ ***Complete ALL evaluation questionnaires and surveys as requested by the CCRAA Undergraduate***

***Research Coordinator.***

- \_\_\_ Participate in CCRAA meetings as requested by the CCRAA Undergraduate Research Coordinator
- \_\_\_ Inform the CCRAA Undergraduate Research Coordinator of any post-graduate activities, including graduate or professional school degrees, awards, or publications, or employment status. Keep in close communication with us, and with your professor. Let us know what you are doing and let us know of any changes in mailing address, phone number and e-mail address.

**Commitment to your Research Advisor**

- \_\_\_ Meet regularly with your research advisor (1) so that s/he is always aware of your progress on your project, (2) to discuss progress in course work, career goals, and progress toward achieving career goals, problems or concerns.
- \_\_\_ Notify your research advisor in advance of schedule conflicts, appointments that cannot be made, or personal emergencies that would prevent you from participating in program activities
- \_\_\_ **I fully understand that my funding can be withdrawn at any time that I do not fulfill the program requirements listed above.**

Name of CCRAA Research Apprentice (please print):

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

Name of CCRAA Research Advisor (please print):

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

Name of CCRAA Undergraduate Research Coordinator (to be signed after award):

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