



Undergraduate Research Guide

Adapted from contract created by the Office of Undergraduate Research & Creative Inquiry

An undergraduate research guide is a mechanism that helps the undergraduate researcher and the faculty advisor/mentor discuss expectations and build a productive and satisfying working relationship from day one. Completion of the applicable portions of the guide is recommended but **not required**. Completion of certain items in the guide is helpful to determine the appropriate course and credit hours of enrollment.

Each guide may be different—specific to the interests, projects, methodologies, and goals for the research experience.

Students should work through each section of the research guide in preparation for meeting with their proposed faculty advisor/mentor. Thoughtful consideration of the research expectations, goals and project will assist the student in communicating their project and request for faculty advisor support.

Students should utilize the resources available from the Office of Undergraduate Research & Creative Inquiry. For more information about funding sources, presenting research, publishing research, and completing a thesis, visit www.ugresearch.osu.edu.

If students plan to receive academic credit for their research work through the Department of Geography, they will need to complete and submit the Geography Department's "Research Course Enrollment Form" to request enrollment in one of the department's research courses.



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This undergraduate research guide is intended to support the work of the student and the working relationship between the student and the faculty advisor/mentor. Completion of the applicable portions of the guide is recommended but **not required**.

Categories included in this optional guide:

- General Information
- Expectations
- Goals
- Student Project

General Information

Student: _____

Faculty Advisor/Mentor: _____

Expected research period (Is there a minimum term commitment?):

Start and end date of research work: _____

Term of research course enrollment (if applicable): _____

Course of enrollment (if applicable): _____

Credit hours of enrollment (if applicable): _____

Expectations

Who will directly supervise the student on this research, if not the faculty advisor/mentor?

Identify other members of the research team who might be a good resource for the student researcher.

What is the best way for the student to contact the faculty advisor/mentor with questions?

Will the student attend lab meetings, submit progress reports, or meet on a regular basis with the faculty research advisor/direct supervisor?

How many hours per week, on average, will the student work on the research?
(If unsure, please describe monthly/semester time commitment expectations)

Will the student volunteer or will they receive academic credit or pay for their time?

If the student is enrolled in credit hours for this research, how will the grade be determined?

Goals

Identify several outcomes (skills, knowledge, professional development, etc.) that are important for the student to gain as a result of this research experience. Be sure to include any product, such as a paper, creative work, or presentation that the student is expected to complete by the end of the research period.

Possible questions to consider as a point to begin:

- *What is the student hoping to get out of this research experience?*
- *What does the faculty advisor/mentor hope for the student to gain from this experience?*

Examples of goals for skills, knowledge, and professional development
(both short and longer term)

- Learn research methods in this area (specify which ones)
- Become more familiar with publications in this area
- Work as part of a team on a large project
- Write a funding proposal
- Present my research at a student poster forum like the Denman Forum
- For creative projects: perform or display my work at a specific venue
- Complete a research thesis and graduate from OSU “with Research Distinction”
- Participate in a national or international professional conference
- Publish my work in a peer-reviewed journal or other venue
- Create a writing sample/portfolio for graduate school applications

Goal 1: _____

Target completion date: _____

Goal 2: _____

Target completion date: _____

Goal 3: _____

Target completion date: _____

Goal 4: _____

Target completion date: _____

Research Project (if applicable)

What is the title, goal(s), research question, or general topic for this project?

What methodology or process will the student use?

What are the anticipated results or outcomes for this project?

What product or outcome is expected at the end of the term of this project (phase of the research project)? What will the student present to the faculty research advisor and when? (Suggestion: Make a timeline with checkpoints for future faculty/student conversation)

Identify possible venues to present or publish this research.

Is this project going to be a research thesis? If not, does the student have interest in writing a research thesis? Does the faculty advisor have expectations for thesis or publication?

Student Signature: _____ **Date:** _____

Advisor/Mentor Signature: _____ **Date:** _____