## Directed Research Contract

**Student Information**

- **First name:**
- **Last name:**
- **Student ID Number:**
- **Internet ID:**
- **Phone:**
- **Major:**
  - Select your major
- **Major (Non-CBS only):**
- **College (Non-CBS only):**

**Students on academic probation will need approval from their DUGS and their faculty mentor to register for Directed Research.**

Are you on Academic Probation?  ☐ Yes  ☐ No  ☐ Not sure

**Faculty Mentor Information (not lab mentor)**

- **First Name:**
- **Last Name:**
- **UMN Internet ID:**

Enter Faculty Mentor’s ID only, without @umn.edu. Please verify the internet ID by searching for your faculty mentor using the following link.

**Office Phone**

**Lab Phone**

**Contract Guidelines**

Note: The following contract guidelines should be completed by the faculty mentor and student prior to filling out and submitting this contract.

**Course Designator:**

- Select course designator

The BIOL designator is only used for students working with faculty in the BTL department or in departments outside of CBS; for work with other faculty in CBS, please select an appropriate course designator.

**Director of Undergraduate Studies:**

- Select the DUGS based on Course Designator above

If Course Designator is different than your major, please explain:

**Requested Registration:**

- **Term:** Fall 2017
- **Course Number:** 4994 - Directed Research
- **Credits:** 1

**Proposed project title:**

The objective of the project:

The objective should be written by the student, in the form of a brief abstract.

It should be aimed at an audience of their peers and explain the broad biological significance of the project.

**Notes for student:**

**The methods and resources to be used:**

The methodology should be briefly described by the student, focusing on how the methods will help achieve the objectives.
Notes for student:

The following section is for Writing Intensive Courses Only (4794W or 4793W)

Previous Experience:

CBS requires that you have had previous experience working on the project that will be the focus of your Writing Intensive Directed Research course. Have you done research on the project you are proposing in your directed research contract before? Students who have not had previous experience with their WI DR project will need approval from their DUGS and their faculty mentor to register for Directed Research.

Describe:

Nature of Previous work:

- No previous experience on this project
- Directed Research
- UROP project
- Volunteering
- Other

Students may register for only one semester of either 4794W or 4793W.

In most cases, registration for the writing intensive option should not be the first semester that the student participates in research in a given mentor’s laboratory.

You may only use 4794W to fulfill ONE writing intensive requirement.

Have you previously registered for 4794W?  Yes  No

University of Minnesota Twin Cities Writing Enriched Curriculum Study:

The College of Biological Sciences is participating in a University-wide study that supports the integration of effective and relevant writing instruction into all of the University’s undergraduate curricula. The study is being conducted by the University’s Writing Across the Curriculum Program. If you agree (by checking “yes” below), we will collect, de-identify, and archive the final paper submitted for this course. Participation in this study is completely voluntary. Again, all information identifying you as the author of the paper will be permanently redacted. Collected papers will be used to better understand the kinds of writing valued in the College of Biological Sciences, and excerpts may be used in the future to improve teaching and learning in CBS. We appreciate your consideration.

IRB #1404E50162.

Do you agree to participate in this study?  Yes  No

Student Signature:  By entering your name below, you are digitally signing this contract.

Name:  Date:  Please note:  If you are planning a project that will span several terms, please note that you will need to file a new contract each semester. Students may only use 4793W to fulfill one writing intensive requirement.

More Info:

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**FACULTY MENTOR APPROVAL**

First name:  Last name:  Department:  Date:  Approval:  Approved  Need More information

Comment:

If approved:  Please provide the name and email contact information for the individual in the laboratory who will play a major role in the day-to-day mentoring of the student.

Name:  Position:  Email address:

The procedure for evaluating the project:  The grading basis for directed studies is S/N. See below for DUGS email addresses.
Check all that apply:
- Perform project work for 45 hours/credit/semester minimum
- Write a summary paper
- Attend scheduled lab meetings
- Present research at Undergraduate Symposium or other meeting
- Meet regularly with faculty mentor
- Prepare a poster summarizing your research
- Give a lab meeting presentation
- Other, please describe below:

For other: ____________________________

The following section is for Writing Intensive Courses Only (4794W or 4793W):

Please note:
If you are planning a project that will span several terms, a new contract will need to be completed each semester.
Students may only use 4793W to fulfill one writing intensive requirement.

Describe the nature of the writing components of the course:
- Writing, feedback, and revision should spread over the course of the semester.
- Please include a description of the interim writing activities and how they will be paced over the course of the semester. Establishing target dates can be helpful.
- Indicate which writing components will be revised in response to instructor feedback.

Please give examples of the formal writing that the student will be doing (for example, literature review, project proposal and/or grant subsections, symposium poster etc.)

Note that writing intensive courses require 10-15 pages of formal writing apart from any informal writing.

At least one formal writing assignment needs to undergo a substantive revision after receiving and discussing feedback.

Informal writing, while not required for a writing intensive course, is characteristic of both laboratory research and literature review.
Please give examples of the informal writing that the student will be doing (for example, paper outline, article summaries, etc.):

Describe the kinds of writing instruction that will be provided:
- Writing instruction is a required aspect of the course and should be spread over the course of the semester and not be limited to providing feedback on a single piece of work.
- Please explain how writing instruction will be paced over the semester.
- If your student is enrolled in the 4960/4961H Honors Thesis course, you are expected to work with your student(s) to provide feedback/ writing instruction that is paced with course.

Deadlines for feedback on thesis components will be arranged by the instructors of 4960/4961H.

(For example, mentor and student will work together to critically review journal articles, discuss plagiarism, scientific writing conventions such as active voice, tense, authorship guidelines, how and when to cite the work of others, mentor and student will discuss style and conventions for various paper subsections etc.):

More Info: ____________________________________________________________

DIRECTOR OF UNDERGRADUATE STUDIES APPROVAL

First name: ____________________________
Last name: ____________________________
Date: _________________________________
Approval: 
- Approved
- More info needed from Student
- More info needed from Faculty Mentor
Comment: ____________________________________________________________