*HSOC 3995: Undergraduate Research, Health and Society Program*

*Program Director Jeanne Shea, University of Vermont*

**UNDERGRADUATE RESEARCH COURSE AGREEMENT**

**Name of Student Name, Email, and Phone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HSOC 3995 Course Instructor of Record (HSOC program director): Name, Email, and Phone:**

Jeanne Shea, Jeanne.Shea@uvm.edu, 802-656-3884

**Semester (e.g., Spring 2024, or Fall 2024)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of UVM Course Credits Sought** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Total research work hours required in a semester: 1 credit = 40 hours, 2 credits = 80 hours, 3 credits = 120 hours, 4 credits = 160 hours, 5 credits = 200 hours, 6 credits = 240 hours. *Only 3 credits of HSOC 3995 may count toward the HSOC major or minor; those 3 credits may count as an HSOC elective.*]

**Research Project Supervisor (e.g., faculty PI of the research project): Name, Email, Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affiliation of the Research Project Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Research Project:**

**Student Role on the Research Project:**

**Student Learning Goals:** What does the student hope to learn from this undergraduate research as a way to complement the academic work you have done at UVM and to help you on the path to your career goals?

**Academic Expectations:**

Student will meet with the research project supervisor regularly during the semester to discuss research work expectations and satisfactory progress. This is especially important at the beginning and middle of the semester to set expectations and check if work is of the expected quantity, quality, and characteristics. Meetings can be in person or remote, depending on the preference of the research supervisor.

**Student and Research Supervisor Communication with Instructor of Record:** During the semester, the student and faculty research supervisor will reach out to Instructor of Record (HSOC Director) if there are any questions at any point in the semester and by mid-semester if there are any issues concerning the quantity, quality, or characteristics of student work. Faculty research supervisor will recommend a grade to the Instructor of Record at the end of the semester, with a few sentences assessing the student’s performance. Instructor of record will take this into account in assigning the final course grade.

**Specifics of the Research Work and Expected Research Products to Be Delivered to Research Supervisor:** Research Supervisor and student should work together to specify below the particulars of the research work to be done, expected work products and due dates, and work quality expectations. The description will include when and how the student should turn work products in to the Research Supervisor over the course of the semester. Research work products may include things such as but not necessarily including and not limited to interview transcripts, data spreadsheets, coded data, analyses, annotated bibliography, EndNote database, literature review, etc. Also, specify any expected research training, IRB certifications, research confidentiality agreements, data security requirement agreements, etc. that needs to be completed. Also, articulate plan for acknowledgement of student work in presentations and/or publications.

**Critical Reflection from Student to Instructor of Record:** At the end of the semester, the student will turn in to the Instructor of Record (HSOC Director) a brief critical reflection on their undergraduate research experience. The critical reflection should be two pages single-spaced in 12-point Times New Roman font with 1-inch margins on each side. It should describe the research tasks you did, what you learned (skills, knowledge, habits, etc.) and how you grew through the experience, what you are especially proud of, what was most challenging, and how your undergraduate research experience ended up complementing the academic work you have done at UVM and helping you on the path to your career goals. In addition to deepening your learning through active reflection, your notes on what you do and the skills, knowledge, and experience you gain can be useful later for resumes, statements of purpose, and cover letters that you write, and for reminding recommenders when requesting letters of recommendation. If there is a suitable photo of you involved in a research task without compromising confidentiality of research subjects, please include that with your submission. With your permission, as well as that of your research supervisor, the photo may be used for creating a brief student research spotlight for Health and Society communications.

Student Signature and Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Supervisor Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HSOC Director/Instructor of Record Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_