[Rev. 1/2019]

**Reuel Group Undergraduate Research 490R Credit Agreement Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Credits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, you understand that your grade will be assigned according to the following rubric:

5% Safety - you complete the safety training promptly and adhere to proper PPE rules as outlined under ‘Lab Links’ on the group website.

20% timely reporting of work – you submit a subgroup slide EACH week using the URA template (‘Lab Links’ on the group website’) showing total hours and what was accomplished. A blank slide needs to be submitted with ‘0’ hours if you had a full week (see time requirement below).

50% sufficient lab time – for every credit of 490R, you are expected to spend at least 3 hours in the lab (*example:* 3 credits would be 9 hr. per week). You will record these hours in the URA template. Your hours can ebb and flow, but the sum hours needs to be sufficient for the 15 weeks of class per semester (example above, 9x15 = 135 total hours).

20% written report – at the end of each semester you will be required to write a report on your project. The audience should be your future boss who is reading your CV and would like to know more about your research experience. The following sections must be present:

* Motivation: what is the purpose? Why should we care?
* Background: where does this project fit in the large world of science? Cite a few papers to help position the reader on what has been done before.
* Methods: what are the protocols, materials, and machinery you used?
* Results: Present results clearly. All plots must have properly labeled axes. Figures must have captions. No screen shots of data presented on another screen (e.g. using your cell phone to take a picture of data on another screen…that is bad form. Move the data to your computer and plot it.
* Discussion – what do we learn from the data?
* Conclusion – what are the next steps?

There is no page limit. Clear and succinct writing is best for this type of writing.

5% clean up end of semester – you must leave your bench space clear, all unneeded samples disposed, equipment put away. Your graduate mentor will assign this grade (leave space tidy!)

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