

W.K. Kellogg Biological Station – Summer 2019
Undergraduate Research Apprentice (URA) Learning Plan

(return to coordinator no later than the end of **Week 2**)

URA: _____

(Print name)

Mentor: _____

(Print name)

This document outlines our joint expectations for working together on this research project entitled:

_____.

1. Our major goals are:

A. research project goals –

B. mentee's goals for this experience –

C. mentor' goals for this experience –

2. Our shared vision of success in this research project is:

3. This project will require access to the following research facilities at KBS and safety training:

It is the responsibility of the mentor to obtain access to research facilities (key codes etc.), arrange for appropriate training or orientation, and to schedule use of shared use equipment. Safety training will be part of the required completion of Responsible Conduct of Research that is required of all students conducting research at KBS (http://www.kbs.msu.edu/images/stories/docs/internal/KBS_RCR_Plan.pdf).

4. We agree to work together on this project for **at least 11 weeks** over the summer and that the work on research will be **on average 20 hours/week** over the summer. This **includes participation in the Professional Development seminars** and related academic activities. There may be an option to continue this work beyond the summer.

5. The URA is expected to participate in or attend (check all that apply):

- _____ Weekly meetings with mentor (indicate schedule)
_____ Lab meetings (indicate date/time below)
_____ Other (list)

6. Our primary means of communication will be through (circle all that apply):

Face-to-face/phone/email/instant messaging/other: _____

7. Known times when mentor or mentee will be gone:

If the URA or mentor must deviate from their schedule, they will communicate this to the mentor or URA at least _____ (days/hours) before the change occurs.

8. The mentor and mentee have discussed the end of summer product expectations and plan to submit one, or more, of the following (**check all that apply – can be amended up until Week 8**):

_____ Blog post about their KBS experience prepared by the mentee, with the final draft submitted to their mentor and the program coordinator **no later than Friday, August 3, 2019**.

_____ Experiential poster that illustrates research skills gained and data gathered that is prepared by the mentee, and presented at the **KBS Undergraduate Research and Internship Symposium on Wednesday, July 30, 2019**.

***A PDF of the poster must be submitted to the mentor and the program coordinator **no later than Friday, August 3, 2019**.

_____ Traditional research poster that will include an Introduction, Methods, Results, and Conclusions/Discussion sections prepared jointly by the mentee and mentor, and presented at the **KBS Undergraduate Research and Internship Symposium on Wednesday, July 30, 2019**.

***A PDF of the poster must be submitted to the mentor and the program coordinator **no later than Friday, August 3, 2019**. The mentee also agrees to present this poster at the MSU Undergraduate Research and Arts Forum during Spring 2020.

(URA Signature)

(Date)

(Mentor Signature)

(Date)

This document should be completed **by the end of Week 2** and returned to the KBS Program Coordinator. Coordinator will retain the original; ***mentor and mentee should each retain a copy for reference.