Instructions for submitting your proposal:

Section I. Write a 1-page, double-spaced statement describing your proposed research. Clearly articulate how your proposed research relates to your BDP topic and strand (if applicable), as well as why you chose your faculty mentor.

Section II. To be completed by the student and taken to your Faculty Mentor, along with your 1-page statement.

Section III. Together, the student and Faculty Mentor will outline grading requirements, and communication expectations.

Section IV. The student and Faculty Mentor will discuss expectations and guidelines, the student will initial where indicated, and both will sign and date the contract. Student will give Faculty Mentor the Faculty Handout.

Section II. Student & Research Project Information

Student name: ______________________  EID: __________  Email: ________________

BDP: _______________________  Strand (if applicable): ______________________

This research is in (semester/year): ______________________  Location (city, state/country): ______________________

Title of Research Project: ______________________

Type of Credit: ☐ Please register me for BDP 320K/320L: Connecting Research Experience (UT Austin credit)

☐ Available in summer only: Please register me for BDP 320K/320L: Connecting Research Experience (University Extension credit) – Read and sign page 3 if requesting this credit.

☐ I will register myself for credit in: (specify Department & Course Number) ______________________

Credit Semester: ☐ Fall  ☐ Spring  ☑ Summer  Year: __________

Faculty Mentor: ______________________  Department: ______________________

Faculty Mentor must have a current faculty appointment.

Email: ______________________  EID: ______________________

Section III. Grading Requirements & Communication Expectations

Grading Requirements. All Connecting Experiences may be graded using the plus/minus grading system. The grading requirements and relevant deadlines are decided at the discretion of the Faculty Mentor and student. The following options are only suggestions. For additional information, see the Faculty Handout.

☐ Literature Review ______%  ☐ Research Paper _______ pages ______%

☑ 3-5 pg. Reflection Essay ______%  ☐ Poster for BDP Poster Session in April ______%

☐ Research Assistant Responsibilities (please specify): __________________________________________________________ %

☐ Other (please specify): __________________________________________________________ %

*If you are following the grading requirements for a departmental course, please attach syllabus.

Faculty/Student Communication.

Frequency of Contact: ☐ Weekly  ☐ Biweekly  ☐ Other: ____________________________

Type of Contact: ☐ In-person Meetings  ☐ Email Contact  ☐ Other: ____________________________

Rev. 4/2017 lyn
Section IV. Student Requirements, Student Expectations, Faculty Mentor Guidelines & Signatures

Student Requirements. In order to receive credit toward your BDP certificate for your Connecting Experience, students must complete the following requirements. Check each box, and initial where indicated.

☐ Complete two mandatory Connecting Experience Check-Ins and a Connecting Experience Writing Workshop. (Details will be sent via email)

☐ Complete Reflection Essay and submit to the BDP Office by last class day.

______ I have read and agree to these requirements. (STUDENT MUST INITIAL)

Student Expectations. During a BDP Connecting Experience, students must meet the expectations stated below.

☐ Agree on a plan for the semester with your Faculty Mentor before the research project begins and know the expectations for course credit. You are responsible for fulfilling any departmental requirements.

☐ Keep your Faculty Mentor informed about your work and seek guidance when needed. If you encounter a problem or make a mistake, discuss it with your Faculty Mentor right away. Contact the BDP office if you have questions about your BDP obligations.

☐ Be self-motivated. You are expected to be an active and reliable participant in the research experience. You should not need prompting to show up to work or finish a project.

☐ Study Abroad. If your Connecting Experience is abroad, you must comply with the regulations outlined by the Study Abroad Office. For more information: (512) 471-1211 or http://world.utexas.edu/abroad.

☐ Institutional Review Board (IRB). If your project uses human subjects or uses data collected from or about people, you may require IRB approval before beginning your research. Contact the Office of Research Support at (512) 471-8871 or visit their website at http://www.utexas.edu/research/rsc/humansubjects/.

☐ Follow the University of Texas at Austin Honor Code and Standard of Academic Integrity.

______ I have read and agree to these expectations. (STUDENT MUST INITIAL)

Faculty Mentor Guidelines. More information and resources for faculty Mentors are available on the BDP website (utexas.edu/uqs/BDP/faculty/mentoring) and in the Faculty Handout.

• Meet with student periodically throughout the semester or arrange regular email contact.
• Encourage student to make connections among the research experience, the student’s BDP topic, and methodologies, controversies, and trends in the student’s discipline.
• Help student consider new directions and possible career paths.
• Assign final grade or credit. This responsibility may vary depending on the course number and departmental requirements.

Student and Faculty Mentor Signatures. We have read, discussed, and agreed to the terms outlined in the Grading Requirements, Student Requirements, Student Expectations, and Faculty Mentor Guidelines.

***Please also sign page 3 if requesting University Extension credit.***

Faculty Mentor Signature: ___________________________ Date: ____________

Student Signature: ___________________________ Date: ____________
University Extension Credit (UEX). You have the option of registering your BDP 320K, 320L, and 321K through University Extension Credit (UEX) to earn credit for a BDP Connecting Experience. If you are earning credit through another department, UEX is not an option for you. UEX is only available for summer Connecting Experiences. Registering your Connecting Experience through UEX reduces your summer tuition for this 3-hour course to $200. Your faculty mentor must agree to assign this credit through UEX. Please read the following information carefully.

Information for Students

How UEX Credit is similar to regular UT Credit: You will receive a grade, and the credit will count towards your certificate. The course and grade will appear on your transcript and will count toward your cumulative GPA. UT financial aid is available if you maintain a minimum daytime enrollment. Check with Office of Student Financial Services to see if you qualify: http://finaid.utexas.edu/.

How UEX Credit is different than regular UT Credit: The cost of BDP 320K, 320L, or 321K (3-hour course) through UEX is $200. The cost for regular UT registration for the same course in the summer session will be $1,750 or more, depending on your college.

UEX credit does NOT count as in-residence credit. If you believe you need your summer Connecting Experience to count as in-residence credit, you should not request UEX credit. Please speak with your academic advisor in your major or contact your undergraduate advising office if you are unsure if you need these hours to count as in-residence hours. Also, see the UEX advising website for more information: http://www.utexas.edu/ce/uex/advising/

Remember: At least half of the required BDP certificate coursework must be completed in-residence at the University. Please contact your BDP advisor if you have questions about UEX credit.

Registration: If your Connecting Experience proposal is approved by the BDP office, we will provide a link where you will register yourself for the course.

Payment: You will pay UEX directly through an online link provided by the BDP office. You are responsible for paying your bill by the deadline day.

Information for Faculty

Thank you for considering allowing your student to earn credit through University Extension this summer. This credit option significantly reduces the cost for the student to be enrolled in a BDP Connecting Experience over the summer, when most students do not have access to financial aid. As a result, for some students this credit option will make it possible for the student to engage in the research/internship experience when it otherwise would not have been financially feasible. If you have any questions, please contact Larissa Noake (512-232-7586, larissa.noake@austin.utexas.edu).

Faculty Appointment: All faculty members who are supervising a BDP student’s Connecting Experience through UEX credit will be appointed collectively with a 0% time appointment. Upon request, our office would be happy to provide a letter for your faculty annual report file detailing the work you did over the summer with our students.

Grade Reporting: The BDP office will be in touch with you about how to report the grade for this summer course.

Student and Faculty Mentor Signatures. We have read, discussed, and agreed to the terms outlined in the University Extension Credit Handout.

Faculty Mentor Signature: ___________________________ Date: ________________

Student Signature: ___________________________ Date: ________________

Rev. 4/2017 lyn
Thank you for mentoring a BDP student! Our undergraduate students gain an invaluable introduction to the work of their chosen field through research. We appreciate the work you do with these students, who may be experiencing the responsibilities of a research project or assistantship for the first time. Our office is available to address any questions or concerns you may have throughout the semester. Please do not hesitate to contact us.

BDP Main Line: (512) 232-7564  
Larissa Noake, Senior Program Coordinator: larissa.noake@austin.utexas.edu

For additional information and resources, please visit our Faculty Mentor Handbook on the BDP website at: www.utexas.edu/ugs/bdp/faculty/mentoring.

SUGGESTED ASSIGNMENT EXPLANATIONS

IMPORTANT: All academic requirements are at the discretion of the faculty mentor. The following assignments are only suggestions.

- **Research paper.** Be sure to specify a page length on the Connecting Experience Contract: RESEARCH form. Consider setting deadlines for each section of the paper early on in the semester. The average page length for research experiences in which the research paper is the primary assignment is 15-25 pages.

- **Research Assistant Responsibilities.** Although there is not an hours requirement for Connecting Research Experiences, the BDP Office suggests that students serving as lab assistant should contribute an average of 10-12 hours per week to their study. This work can include literary research, interacting with study participants, data analysis, attendance at lab meetings, and other assignments deemed appropriate by the faculty.

- **Reflection Essay.** The BDP office requires every student to write a 3-5 pg. Reflection Essay at the conclusion of the Connecting Experience. The Reflection Essay is due on the last class day of the semester. The student will be responsible for submitting a copy to the BDP office and the Faculty Mentor. The Reflection Essay prompt can be found on our website under “Quick Links and Forms.”

- **Poster.** You might ask the student to design a poster about his or her research experience, which may be presented at the annual BDP Poster Session in April. The Office of Undergraduate Research offers workshops on designing posters, and you could suggest that your student attend a workshop. For more information about the workshops or the BDP Poster Session, please contact Larissa Noake at larissa.noake@austin.utexas.edu or (512) 232-7586.