RESEARCH
CONNECTING EXPERIENCE CONTRACT

Student Instructions

BEFORE submitting your proposal

☐ Connecting Experience Statement: Write and attach 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.

☐ Student and Research Project Information: Complete the student and research project information on page 2.

☐ Faculty Mentor and Student Requirements Form: With your Faculty Mentor:
   1. First review your 1-page statement, the student requirements and expectations on page 3, and the Faculty Handout on page 5, and
   2. Then complete the grading requirements and communication expectations and sign the Faculty Mentor & Student Requirements Form on page 3.

☐ OPTIONAL—University Extension Form: With your Faculty Mentor, review and sign the University Extension form on page 4 if you wish to receive summer credit through University Extension.

☐ OPTIONAL—Scholarship Application: If you would like to apply for BDP scholarship funding to support your Connecting Experience, submit a BDP scholarship application (available on the BDP website) along with your proposal.

☐ IF APPLICABLE—Course Syllabus: If you are registering yourself for credit in a departmental (non BDP) course for your Connecting Experience and following the grading requirements for the departmental course, attach the syllabus to your proposal.

☐ IF APPLICABLE—Study Abroad Paperwork: 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 world.utexas.edu/abroad.

☐ IF APPLICABLE—Institutional Review Board (IRB) Approval: 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 utexas.edu/research/rsc/humansubjects.

AFTER submitting your proposal

☐ Your BDP advisor will contact you by email to let you know whether your proposal has been approved, denied, or is in need of revisions. Please be sure to look out for emails from your advisor on this topic!

☐ If you are requesting to be enrolled in BDP credit, please remember that this will carry three hours of credit. If this will put you over max hours, you will need to contact your major advisor directly to seek permission to go over max hours.
# Student 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**
  - [ ] Through UT Austin
  - [ ] Available in summer only: Through University Extension credit—*Read and sign page 4 if requesting this credit.*

- [ ] I will register myself for credit in: (specify Department & Course Number)* ______________________________________________________________________

  *Know the expectations for course credit. You are responsible for fulfilling any departmental requirements.*

| Credit Semester: | Fall | Spring | Summer | Year: | ________________________ |

| Faculty Mentor: | ____________________________________________ | Department: | ________________________ |

*Faculty Mentor must have a current faculty appointment.*

| Email: | ____________________________________________ | EID: | ________________________ |
RESEARCH
CONNECTION EXPERIENCE CONTRACT

Faculty Mentor & Student Requirements

STUDENTS FILL THIS SECTION OUT

Student Requirements and Expectations: 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 by the BDP Office.)

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

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 begins.

☐ Keep your Faculty Mentor informed about your work. If you encounter a problem, 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.

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

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

STUDENT AND FACULTY MENTOR FILL THIS SECTION OUT

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 on page 5.

☐ Literature Review ______ %

☐ 3–5 page Reflection Essay ______ %

☐ Poster for BDP Poster Session in April ______ %

☐ Research Paper ______ pages ______ %

☐ Research Assistant responsibilities (please specify below) ______ %

☐ Other (please specify below) ______ %

Type of Contact: ☐ In-person Meetings ☐ Email

☐ Other: __________

Faculty/Student Communication:

Frequency of Contact: ☐ Weekly ☐ Biweekly

☐ Other: __________

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

PLEASE ALSO SIGN THE UNIVERSITY EXTENSION FORM IF REQUESTING UNIVERSITY EXTENSION CREDIT.

Faculty Mentor signature: ___________________________ Date: _________________

Student signature: ___________________________ Date: __________________
You have the option of registering your BDP 320K, 320L, and 325K through University Extension Credit (UX) to earn credit for a BDP Connecting Experience. If you are earning credit through another department, UX is not an option for you. UX is only available for summer Connecting Experiences.

Registering your Connecting Experience through UX reduces your summer tuition for this 3-hour course to $200. Your faculty mentor must agree to assign this credit through UX. Please read the following information carefully.

**STUDENT INFORMATION**

**How UX 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 towards 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 UX Credit is different than regular UT Credit:** The cost of BDP 320K, 320L, or 325K (3-hour course) through UX 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.

UX 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 UX 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 UX advising website for more information: utexas.edu/ce/ux/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 UX 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 UX directly through an online link provided by the BDP office. You are responsible for paying your bill by the deadline day.

**FACULTY INFORMATION**

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 UX 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.

Mentor signature: ____________________________ Date: ____________________________

Student signature: ____________________________ Date: ____________________________
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 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: utexas.edu/ugs/bdp/faculty/mentoring

FACULTY MENTOR GUIDELINES

• 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.

SUGGESTED ASSIGNMENT EXPLANATIONS

IMPORTANT: Academic requirements are generally at the discretion of the faculty mentor, though the BDP office may suggest or request changes if adjustments are needed for us to be able to approve the student’s Connecting Experience. The most common reasons we ask for changes to the academic requirements are that the amount of work required of the student does not appear to be sufficient for three hours of credit, or that the link between the work the student is doing and the student’s specific BDP topic needs to be stronger. With the exception of the Reflection Essay, which is required of all students completing a Connecting Experience, the following assignments are suggestions only, and many other types of assignments are frequently given for Connecting Experiences, in addition to these.

• Research paper. Be sure to specify a page length on the Connecting Experience Contract: RESEARCH form. Students conducting independent research should have an opportunity to receive feedback from the faculty mentor on stages or drafts of the project before the final paper is due. For larger projects, consider setting deadlines for each stage of the project or section of the paper early in the semester, to help the student stay on track. The average page length for research experiences in which the research paper is the primary assignment is 15-20 pages.

• Research Assistant Responsibilities. Although there is not an hours requirement for Connecting Research Experiences, the BDP office suggests that students serving as a lab assistant should contribute an average of 10-12 hours/week to the study. This work can include literature review, interacting with study participants, data coding or analysis, attendance at lab meetings, and other assignments deemed appropriate by the faculty mentor.

• Reflection Essay. The BDP office requires every student to write a 3-5 page 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 each 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.