

## CHEM 551/552 Course Contract – Guidelines

***Point value: 25 pts***

After interviewing three (3) potential faculty mentors, select a research mentor (*be sure to verify that he or she is available to mentor you*), research committee, and complete the course contract. This is an individual, signed agreement between student, mentor, and committee members outlining the expectations and goals for the semester. At a minimum, this will include

- Names and signatures of all parties, with one committee member other than your mentor designated the Committee Chair.
- The number of hours that the student will work each week (the student should keep a log of hours worked)
- The tentative research schedule outlining likely days and times the student will be in the lab
- A schedule for regular (weekly) student-mentor meetings
- Any additional course requirements not specifically listed on the syllabus

*Copies of the completed course contract must be given to all parties involved, and to the course coordinator (Dr. Hurlbert). Please note that failure to satisfy the requirements of the course contract may result in a grade of “F” for the course.*

A Course Contract example is given on the following page.

## Course Contract – CHEM 551/552

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Term(s): \_\_\_\_\_

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

Committee:

Mentor: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

We agree to the following:

1. The student will perform laboratory work at least 9 hours each week, available times are listed below. This time is devoted to laboratory work. Work toward additional course requirements (written assignments, preparation for oral presentations, etc.) will be carried out during other time periods. The student will not perform any work in Sims Science Building outside of normal working hours (M – F, 8 am – 6 pm) unless the mentor or his designate is present.

**[List available times here]**

2. The student agrees to meet with the mentor each week at the time indicated below. During this time, the student and the mentor will plan laboratory work, review results, etc.

**[List weekly meeting time here]**

3. The student agrees to maintain a legible, complete laboratory notebook and to abide by department and group safety/environmental guidelines.
4. **The student agrees to meet the course requirements for written assignments according to the published course schedule. Written assignments may be returned for further revision beyond that required by the course schedule at the request of the mentor or the committee. In addition, if it is deemed necessary, the committee may place further requirements on the student with respect to written assignments (e.g. assistance from the Writing Center).**
5. **The student agrees to meet the course requirements for oral assignments according to the published course schedule. The student further agrees to present any oral assignment to the mentor in advance of any scheduled presentation and make any changes, improvements, etc. requested by the mentor. Scheduling of the committee meetings for oral presentations is the responsibility of the student.**
  - a) **The scheduled delivery dates are listed on the course schedule found on the course website, should the student fail to meet the designated delivery time, the student will be penalized 10% of the possible points for the assignment for every business day the assignment not completed.**
  - b) **Because completion of the CHEM551/CHEM552 sequence meets both the Oral and Intensive Writing requirements of the General Education program, failure to complete ALL scheduled assignments will result in failing the course.**
6. This project is intended to be carried out over the course of 2 semesters.
7. At the close of the project, the student will ensure that all chemicals and supplies are returned to their proper locations and all waste has been properly labeled for disposal.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Committee: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_