**Research Assistant Contract** Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Research Assistant Contract is an outline of your expectations and responsibilities for the given semester, as well as, for the next several years. If you are participating in research that will result in a grade, your grade will be based on how well you fulfill this agreement and the standards set by the EXAMPLE papers provided (if a paper is required). Often students will work with one professor for more than one semester; this is a way to plan out your research over time. This contract should also include your career and/or graduate school plans in order to help us help you with planning. You should also copy and paste the Student and Faculty Expectations from the appropriate Student Research Guidelines document as directed below (e.g., Research Experience Student Guidelines, Research Practicum Guidelines, Independent Study Guidelines, etc).

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_ Academic Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Fr. So. Jr. Sr.)

Psychology GPA \_\_\_\_\_\_ Overall GPA \_\_\_\_\_ Cell Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Abstract (50-100 words):**

**Previously Completed Research Courses:** (Indicate the semester & year for each course you have completed or are currently enrolled)

Statistics: INQ 240 \_\_\_\_\_\_\_\_\_\_ Research Methods: PSYC 202 \_\_\_\_\_\_\_\_\_\_ Quantitative Methods: PSYC 204 \_\_\_\_\_\_\_\_\_\_

Research Experience: PSYC 106 \_\_\_\_\_\_\_\_\_\_ 2nd PSYC 106 \_\_\_\_\_\_\_\_\_\_

Research Practicum: PSYC 306 \_\_\_\_\_\_\_\_\_\_\_ 2nd PSYC 306 \_\_\_\_\_\_\_\_\_\_

Independent Study (literature review): PSYC 312(1) \_\_\_\_\_\_\_\_\_ 311 (½) \_\_\_\_\_\_\_\_\_ 313 (½) \_\_\_\_\_\_\_\_\_

Independent Study (empirical): PSYC 406(1) \_\_\_\_\_\_\_\_\_ 2nd PSYC 406(1) \_\_\_\_\_\_\_\_\_ 405(½) \_\_\_\_\_\_\_\_\_ 407(½) \_\_\_\_\_\_\_\_\_

Honors in Psychology: PSYC 496(1) \_\_\_\_\_\_\_\_\_ 495(½) \_\_\_\_\_\_\_\_\_ 497(½) \_\_\_\_\_\_\_\_\_

Psychology Seminar: PSYC 410/415/430 \_\_\_\_\_\_\_\_ Seminar Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pathways \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Research Fellows \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Summer Scholar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Duties and responsibilities** (as agreed upon with your mentor):

General lab duties (these typically include but are not limited to attending lab meetings, completing reading and assignments, participating in data collection, manuscript preparation, literature searches, data analysis, coding, and data entry).

*Additional Duties:*

**Student and Faculty Expectations** (copy and paste the Student and Faculty Expectations from the appropriate Student Research Guidelines document (e.g., Research Experience Student Guidelines, Research Practicum Guidelines, Independent Study Guidelines). [Faculty mentors may add expectations to this list, including but not limited to times you must be available for lab meetings, special projects, mentoring of other students, serving as Lab Coordinator, etc.]

**Research Plan** (and other goals and plans to accomplish this semester):

**Longer term goals and plans** (list by semester; include expected research courses for each semester):

**Career and graduate school plans** (be as detailed as possible about timing of taking GREs, applying to schools/jobs, etc):

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept all the responsibilities and duties which come from my appointment as a Research Assistant for the Department of Psychology at Roanoke College.

I agree to follow the Student Expectations, Research Plan, and other Duties & Responsibilities outlined above. I also agree to complete assignments on a timely basis and meet all deadlines set by my faculty mentor. Revisions to the research plan can be made upon the agreement of the student and faculty member as we understand that research can take unpredictable twists and turns (midterm is a good time to review and update your plan).

I will protect and maintain the confidentiality of all data and other information while working as a Research Assistant.

I will adhere to the schedule established with my faculty mentor. Should I be ill, in a conflict situation, or otherwise going to miss a scheduled experiment, I will arrange coverage by another research assistant and will notify my faculty mentor.

I will maintain an appropriate professional attitude at all times and keep in mind that I have a professional obligation to the Department and its faculty and staff. My professional responsibility includes making sure that the lab office door is shut at all times when I or another research assistant is not in the room, not having the lab be a place for social visits from students during working hours, and not working on personal tasks (homework, social media, etc.). I will endeavor to keep the lab neat, clean, and appropriately stocked with materials. I understand that professional lapses (e.g., excessive tardiness, multiple absences) and professional and ethical breaches (e.g., sharing confidential information, taking pictures of or copying or distributing sensitive material) are serious offenses that undermine personal and Departmental integrity and will not be countenanced. Any such lapses or breaches will be dealt with appropriately, including possible dismissal from the position. Such professional breaches may also be Academic Integrity and/or Student Conduct code violations. I will strive to contribute to the Department through my work as well as through positive interpersonal interactions.

I accept the position of Research Assistant for the Roanoke College Psychology Department, and will endeavor to fulfill the responsibilities and obligations to the best of my ability.

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Research Assistant Signature Printed Student Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Mentor Date

**Note to Faculty Mentor:** Please attach Departmental Analysis and make a pdf. for the student and yourself. Upload a copy under X:/DATA (stats, photos, etc.)/Student Research/Research Applications, Papers, & Contracts. For Independent Studies and Honors Projects, please upload student Research Proposals as well.

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