IPAF 4900 GUIDELINES

IPAF 4900: This course gives students an opportunity to participate in a research project designed by a faculty member. Students gain work experience, learn new materials, and acquire research-oriented skills. Course expectations, learning outcomes and evaluation criteria are established by the supervising faculty member.

Prerequisites: Third year honours standing, GPA of 9.5 and permission of department.

Summary:

1. Overview and rationale: This course is intended to provide experiential learning opportunities, by creating possibilities for undergraduate students to participate in the research enterprise. Faculty members will identify research opportunities for which they seek undergraduate research support, the learning objectives met through the research experience, the expectations for participating students, and the evaluation criteria. Qualified undergraduate students may apply for these positions. Selection will be on the basis of merit. Availability of positions will depend upon faculty participation; not all qualified students who apply will be guaranteed a position.

2. Eligible research projects: Faculty members will be solely responsible for identifying research opportunities for which they seek undergraduate research support. The research opportunity may be part of a larger, grant-funded research project; however students may not receive both pay and course credit for the same research work. Faculty members proposing research projects complete a standard form specifying:

   a. Focus and goals of the research project
   b. Number of places available
   c. Research duties that the successful candidate(s) will carry out.
   d. Learning objectives of the research project, that is, the skills and knowledge students can gain through the research opportunity
   e. Written work to be completed, for example, weekly journal, research abstract, short paper, poster presentation, annotated bibliography.
   f. Evaluation criteria: course requirements, submission deadlines, grading scheme. At least 50 percent of the course grade will be based on the student’s written work.
   g. Any specific skills or knowledge required for the research position, for example, software or language skills, and how interested students may
apply. Typically interested students would be expected to submit a c.v. and cover letter to the unit’s undergraduate administrator.

h. Any required health and safety training
i. Any other considerations

Each research project will be approved by the undergraduate supervisor in the faculty members’ unit before being posted on the IPAF Research Experience website. For units without an undergraduate program, the chair or director or his/her delegate will approve the proposed research opportunity. Co-supervised projects will be considered, but at least one supervisor must be a full-time faculty member.

3. **Eligible students**: Normally only students with a GPA of 9.5 or higher and at least third year honours standing will be considered. Some research opportunities may have additional requirements.

4. **Application and submission deadlines**: Faculty members will propose research opportunities, which will be advertised to students on the IPAF Research Experience website. Students will apply for each research opportunity individually. There will be three rounds of IPAF 4900 course proposals/applications each year. Normally, the following deadlines will apply:

<table>
<thead>
<tr>
<th>Round</th>
<th>Submission deadline (for supervisor)</th>
<th>Application deadline (for student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1:</td>
<td>March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>Round 2:</td>
<td>July 15</td>
<td>August 15</td>
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<tr>
<td>Round 3:</td>
<td>October 15</td>
<td>November 15</td>
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Note: a faculty member may propose research opportunities for any term at each one of these submission deadlines. For example, it would be possible to advertise in Round 1 for a research experience occurring the following Winter.

5. **Selection of successful candidates**: Candidates will be selected jointly by the supervising faculty member and the unit’s undergraduate supervisor. Once the successful candidate is selected, the undergraduate supervisor will notify the candidate, and grant him or her permission to register in the research experience course.

6. **Student responsibilities**: Students are responsible for
   a. contributing 65 hours over the course of the term to the supervising faculty member’s research project,
   b. keeping a record of meetings with the supervising faculty member, and time spent on the research project
c. attending any information sessions or orientations that the supervising faculty member may require
d. meeting with the supervising faculty member on a regular basis
e. completing the course expectations.

7. **Supervisory responsibilities:** The supervising faculty member is responsible for
   a. Scheduling regular meetings with the student
   b. Giving the student regular feedback on his or her performance. Students should receive evaluations on work totaling at least 30% of the course grade before the last day of classes
   c. Ensuring that the research project complies with university protocols with respect to, for example, research on human subjects, or health and safety.
   d. Providing any software or other materials required for the student to participate in the supervising faculty member's research project.

8. **Intellectual property:** As the person who conceives the research project, the faculty member will normally retain intellectual property over any research conducted as part of the research experience course. For more information, see the Carleton University Research Office's information on intellectual property [http://carleton.ca/curo/researchers/intellectual-property/](http://carleton.ca/curo/researchers/intellectual-property/).

9. **Research experience v. honours research essay:** Students wishing to pursue a research project of their own devising should enroll in the honours research essay, not the research experience course.