# IPAF 4900: Student Supervisor Agreement

## Student agreement:

* I have read the IPAF 4900 Research Experience description and discussed it with my supervisor. I understand what is expected of me, and how my grade will be calculated.
* I understand that I am responsible for:
	+ completing the IPAF 4900 course requirements
	+ meeting with my supervisor regularly, and keeping a record of those meetings
	+ keeping a record of time spent on the research project
	+ attending any required information sessions or orientations
	+ complying with relevant university protocols with respect to for example, research on human subjects, privacy, or health and safety.

Name:

Email (please print):

Signed: Date:

# Supervising faculty member agreement:

* I have discussed the IPAF 4900 Research Experience with my student
* I understand that I am responsible for:
	+ Creating opportunities for learning and reflection
	+ Scheduling regular meetings with my student
	+ Giving my student regular feedback on his or her performance, including evaluations on work totaling at least 30% of the course grade before the last day of classes
	+ Ensuring that the research project complies with relevant university protocols with respect to, for example, research on human subjects, privacy, or health and safety.
	+ Providing any necessary software or other materials.

Name:

Email (please print):

Signed: Date:

## Next steps:

* Please scan this signed form, and send a copy to:
	+ Your undergraduate supervisor, undergraduate administrator, and FPA.Research.Experience@carleton.ca
* The undergraduate administrator is responsible for:
	+ assigning the appropriate override in Banner to allow the student permission to register in the appropriate section of IPAF 4900 (see below)
	+ instructing the student to register in the appropriate section of IPAF 4900 (see below).

|  |  |
| --- | --- |
| Department | IPAF 4900 Section |
| COMS | A |
| CRCJ | B |
| ECON | C |
| EURR | D |
| JOUR | E |
| LAWS | F |
| PSCI | G |
| SOWK | I |
| Other | Please contact Scheduling |

* The unit’s undergraduate supervisor is responsible for submitting and approving IPAF 4900 grades for their unit’s section. Chair/Director approval will be done by the Associate Dean responsible for IPAF 4900.
* For any other questions or concerns, please email ipaf4900@carleton.ca

## IPAF 4900: Research Experience Opportunity

**Project Title: Term:**

**Supervisor (name, unit, contact info):**

**Description of project:**

**Research duties:**

*Duties, approximate number of hours per week (not more than 65 hours per term), any written work to be completed as part of the research duties (for example, literature review)*.

**Learning and reflection activities:**

*Required learning and reflection activities, for example, assigned readings, weekly journal*.

**Learning outcomes:**

*Knowledge and capabilities the research experience will build*.

**Evaluation Criteria:**

*Course component, submission deadline, weight, brief description. At least 50 percent of the course grade should be based on written work*.

**Skills or knowledge required:**

*For example, software or language skills; pre-requisite courses*.

**Any required health and safety training:**

**Other considerations:**

**How to apply:**

*Materials applicants should submit; where they should submit it; any relevant deadlines. Normally only students with a GPA of 9.5 or higher and at least third year honours standing will be considered.*

 To find out more about this process, please visit: http://carleton.ca/fpa/ipaf-main/