# **IPAF 4900: Student-Professor Agreement**

## Student agreement:

* I have read the IPAF 4900 Research Experience description and discussed it with the professor offering this research experience. 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.
* My supervisor has discussed intellectual property rights with me. I understand that the professor will retain intellectual property rights on materials produced with my research assistance, unless agreed otherwise.

Name: Student Number:

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.
  + Making clear expectations with respect to intellectual property rights and co-authorship of publications resulting from the research.
  + Providing any necessary software or other materials.

Name:

Email (please print):

Signed: Date:

## **IPAF 4900 General Course Information**

Insurance coverage:

This course involves participation in an unpaid work placement as part of the requirements. Please visit <http://carleton.ca/ehs/> to review the information on unpaid work placements and to complete the insurance forms required for participation.

## Determination of grades:

Standing in IPAF 4900 is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

## Plagiarism:

The University Senate defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.”* This can include:

* reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;
* submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
* using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
* using another’s data or research findings;
* failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
* handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

Plagiarism is a serious offence that cannot be resolved directly by the course instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

## Academic accommodation:

http://www.carleton.ca/cu/img/pixel.gifYou may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

*Pregnancy obligation*: write to the instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](http://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf).

*Religious obligation*: write to the instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](http://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf).

*Academic Accommodations for Students with Disabilities*: If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. [carleton.ca/pmc](http://carleton.ca/pmc)

*Survivors of Sexual Violence*: As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated and survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: [carleton.ca/sexual-violence-support](http://carleton.ca/sexual-violence-support)

*Accommodation for Student Activities*:Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Guide to Accommodation for Student Activities](https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf).

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](http://students.carleton.ca/course-outline)

## How to register:

To register, attach a copy of the IPAF 4900 Research Experience Opportunity description to the signed Student-Professor Agreement form and submit it to the appropriate administrator in the supervising faculty member’s unit. The administrator will instruct you on how to register for the appropriate section of IPAF 4900.

## Information for administrators:

The administration for IPAF 4900 is done by the supervising faculty member’s unit. If the professor offering the IPAF 4900 research experience is in an undergraduate unit like Law or Economics, the administrative contact person is the undergraduate administrator. If the professor offering the research experience is in a graduate unit like SPPA or NPSIA, the administrative contact person is the graduate administrator.

When the student submits the signed form, the administrator should:

* scan the signed form, and
* keep a copy, and send a copy to [odfpa@carleton.ca](mailto:odfpa@carleton.ca)
* assign the appropriate override in Banner to allow the student permission to register in the appropriate section of IPAF 4900 (see below)
* instruct the student to register in the appropriate section of IPAF 4900 (see below).

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| --- | --- |
| If the Professor’s unit is…. | students should register in IPAF 4900 section…. |
| COMS | A |
| CRCJ | B |
| ECON | C |
| EURR | D |
| JOUR | E |
| LAWS | F |
| PSCI | G |
| SOWK | H |
| GINS | I |
| PADM | J |
| INAF | K |
| POLM | L |

The undergraduate supervisor (or graduate supervisor or Director in cases of graduate only units) 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 odfpa@carleton.ca