Samford REU Student Conduct Agreement
May 30 to August 1, 2013

The Samford REU program (SUREU), which is jointly funded by the National Science Foundation and Samford University, sponsors a research opportunity for undergraduate students at Oak Mountain State Park and in Samford laboratories. This REU provides an introduction to an Appalachian ridge and valley ecosystem and participants will complete an independent research project related to this ecosystem under the guidance of an experienced scientist.

Expectations and Evaluation

The goal of SUREU is to develop outstanding future researchers. Students funded by NSF are selected from numerous applicants for only 12 positions. Selected students should recognize the value of the experience and demonstrate their appreciation to NSF, the University, their mentor, and other researchers in the program through dedication, maturity, enthusiasm, and ownership of their research project. At the completion of the program, a report will be sent to each student's application referees with comments from their REU mentor and the REU coordinator on the quality of the work performed and the commitment to the program exhibited. Students in the SUREU program receive a generous stipend for their participation, and the final payment of the stipend is contingent upon the submission of a publication-quality scientific manuscript of their project and presentation of a conference-quality talk about their research during the final research symposium.

Student Good Conduct and Risk Management Policy

Rules

1. Absolutely no use of illegal drugs anywhere (zero tolerance policy).
2. No drinking of alcoholic beverages on Samford University, Oak Mountain State Park, or during any SUREU trip. Any drunken behavior (disruptive or destructive) will be sufficient cause for immediate termination from the program.
3. Please review the Samford University Housing agreement that you signed. Violation of the SU housing policy) provides sufficient cause for immediate termination from the program.
4. Students may leave campus when it does not interfere with their work schedule. They must, however, sign out before leaving.
5. With the exception of scheduled SUREU field trips, students are not allowed to spend nights off campus between May 30th and August 1st except with advance written agreement from SUREU coordinator.

Safety

6. ALWAYS wear appropriate footwear and field gear when in the field.
7. ALWAYS use a flashlight when working or walking in the field after dark.
8. ALWAYS sign out before going to the field or leaving the campus.
9. Do not touch any snakes.
10. Carry water, a flashlight, a cell phone, and an Oak Mountain map when in the field at any time.
11. Do not engage in behavior that could jeopardize your safety or that of your peers.

Etiquette

12. Demonstrate maturity and respect for all others living and working at Samford, taking into consideration that space can be tight and that researchers work at all hours of the day and night.
13. Act in a respectful and professional manner under all circumstances.
14. Take responsibility to ensure your own personal safety, health, mental status, time management and positive attitude. Report any rising health or emotional concerns to the SUREU coordinator immediately.
15. Maintain a clean lab and computer space, and speak quietly and use headphones in areas where fellow students are working.
16. Clean the van of all your gear and trash after each trip.
17. Handle concerns about the program, staff, or other students in a proper manner by speaking with the SUREU Coordinator or SUREU directors. It is inappropriate to address SUREU concerns on social networks.

Responsibilities

18. Participate in all orientation events, student meetings, seminars, discussions, and any other required course activities. Arrive to events on time and complete all related assignments. Take full advantage of the training and experience offered by the SUREU program.
19. Participate fully in all assessments during and after the program.
20. Contribute to maintaining all equipment and computers in an orderly and good working fashion.
21. Return all equipment purchased with SUREU funds by July 29th.
22. Submit the following assignments to both the mentor and the coordinator by the respective due dates:
    a. Written pre-proposal – Mon, June 3 (Will be peer reviewed)
        - Context for study (short paragraph, literature citations not needed)
        - Hypothesis
        - Methods
    b. Written (Full) Proposal – Mon, June 10
    c. Proposal Revision – Mon, June 17
    d. Research Proposal Talk – Thurs, June 20
    e. Written Intro and Methods – Mon, July 1
    f. Full Paper Draft (including abstract) – Mon, July 22
    g. Practice Final Talk – Tues, July 30
    h. Final Research Talk – Wed, July 31
    i. Final Research Paper – Wed, July 31

As a participant in the 2013 REU program, I, _____, agree to abide by the Student Good Conduct and Risk Management Policy as outlined above. I recognize that a copy of this form is available on the course website for me to review at any time.

Signed: _____ Date: _____

<u>Responsibilities of the Research Mentor</u>

1. Communicate with the student and coordinator about the student's progress throughout the program.
2. Guide the student to develop interesting, relevant, feasible, and reasonable research ideas.
3. Mentor the student through all stage of the research process from ideas to manuscript revision. Communicate with the student at least weekly during all 9 weeks of the program.
4. Whenever possible, attend events related to the SUREU program such as symposia, seminars, discussions, and mentor meetings.
5. Present a 5-7 minute overview talk of your own research.
6. Oversee the process of obtaining permits, equipment, lab space, and other logistical items for the student's research.
7. Participate in assessments.

<u>Responsibilities of the SUREU Coordinator under direction from the Principal Investigators:</u>

1. Facilitate communication between students and mentors.
2. Organize the SUREU learning experience and daily program logistics.
3. Fulfil the expectations and program directives of NSF.
4. Address specific medical, psychological, and relevant personal needs of students.
5. Coordinate and implement assessments, ethics sessions, and seminars.
6. Uphold the policies, rules, and requirements of Samford University, NSF, and the REU program.
7. Hold regular office hours for students and mentors to deliver needs and concerns.
8. At the completion of the program, assist in assembling the NSF report, SU report, and program coursebook