

School of Health and Natural Sciences Steinbrecher Undergraduate Summer Research Program

ACCEPTANCE AND AGREEMENT NOTIFICATION

The purpose of the notice is to confirm my participation in the School of Health and Natural Sciences' Steinbrecher Undergraduate Summer Research Program. The following is a list of conditions and responsibilities that I accept and agree to perform as a participant in this program:

- Work with my Messiah College faculty mentor on a mutually agreed upon research project as described in the faculty and student applications. Summer projects would be categorized into one of the following timetable regimes:
 - Full-time: 40 hours/week student effort for An 8-10 week summer experience, as indicated in the offer you have received.
 - Half-time: a) 20 hours/week student effort for a 10 week summer experience; or b) 40 hours/week student effort for a 5 week summer experience.

There will be no student vacation or paid leave time during the work period. As a Steinbrecher/Richardson research student, I understand that I must work the agreed upon number of weeks and hours or my stipend will be prorated according to hours actually worked.

- Meet with my faculty mentor on a regular basis to review progress, receive help and develop future strategies etc I also understand that my mentor will be available on campus and/or at the same field site for a minimum of four hours/day for a minimum of 80% of the project days. On those days when my mentor is not physically on-site, he/she will arrange supervisory coverage by another faculty. Supervisory coverage means that I will know who I should contact if I need help and he/she will know where I am and what I should be doing. On-call phone contact must be arranged between students and mentors/coverage personnel. I also understand that my mentor will train me in all pertinent safety protocols, provide me with campus safety contact information numbers and review with me the college's general insurance rules. Abuse of this policy by faculty, staff or students will result in termination of funding and/or grant probation and enforced by the SOHNS Interim Dean.
- Participate in Undergraduate Student Summer Research Programs arranged by faculty such as research seminars, journal clubs, field trips etc. I understand I am expected to present my project to other program participants during the summer program.
- Present research results at the School of Health and Natural Sciences Spring Scholarship Symposium. Presentations at regional and national conferences are encouraged and support may be available for me to travel to and from a conference for such a purpose.
- Submit a 4 – 5 page summary report of the project on your last day of summer work, unless an extension is granted. Faculty mentor is accountable for reports being submitted on time. Report must be signed by faculty mentor.

- Submit, as required, the following materials to the SOHNS Interim Dean:
 - Entry, exit and follow-up surveys
 - A signed Memorandum of Understanding for stipend disbursement
 - A W-9 form
 - A summary report
 - Other materials as requested

- Determine my own tax liability and file my own individual income tax return with the IRS and, if applicable, other home country tax returns.

I understand that the School of Health and Natural Sciences agrees to do the following during the course of my fellowship:

- Provide a \$300/week stipend for the 8-10 week research period or an amount prorated to the number of hours contracted or worked.

- Process my stipend promptly, provided all student documentation is submitted in a timely fashion. Checks for full-time summer stipends will be issued every two weeks.

- Provide me with guidelines and information for preparing all required materials, including summary report, summer and other presentations, program evaluation forms etc.

- Provide material and facility resources agreed upon when the fellowship application was approved. Budget needs and funding sources must be accurately identified before the project and fellowship are approved. Funding sources include those provided through the SOHNS, the College, external partners or through faculty grants and/or collaborations.

I agree to all the responsibilities and conditions outlined above.

Student Signature

Date

I have read this notice of agreement and will work with the student to meet the requirements of the fellowship.

Faculty Mentor Signature

Date

Interim Dean Signature

Date