**GRAD 400**

**Research Internship Special Experience**

Instructor: Dr. Annette Kluck, Professor

Meeting Times: Four hours per week per credit hour for 4 week term OR Two hours per week per credit hour for 8 week term

Required Readings:

* Articles as assigned

# Course Description

This course provides non-degree seeking undergraduate students from institutions other than the University of Mississippi with individualized instruction to facilitate research skills through research on projects under the supervision of a faculty member.

# Course Objectives

This course provides non-degree seeking undergraduate students with the opportunity to gain supervised research experience during summer session terms. Students will work with the faculty instructor to gain experience in a range of research activities within the discipline.

After completing this course, students will be able to:

* Describe research activities that are appropriate to answering empirical questions within the discipline
* Demonstrate knowledge of ethical practices in research
* Perform data collection and research skills competently

# Course Schedule (for 3 credit hours)

**Week 1**

**Orientation to lab; Lab assigned tasks (for 5 hours); Lab meeting**

**Week 2**

**Lab assigned tasks (for 5 hours); Lab meeting**

**Week 3**

**Lab assigned tasks (for 5 hours); Lab meeting (CITI Training Due if not Already On-File)**

**Week 4**

**Lab assigned tasks (for 5 hours); Lab meeting; Log of hours due for mid-semester**

**Week 5**

**Lab assigned tasks (for 5 hours); Lab meeting**

**Week 6**

**Lab assigned tasks (for 5 hours); Lab meeting**

**Week 7**

**Lab assigned tasks (for 5 hours); Lab meeting**

**Week 8**

**Final Research Hour Log of hours due in lieu of final examination; Lab assigned tasks (for 4 hours and make up hours as needed); Lab meeting; Exit Interview**

# Course Requirements

Non-degree seeking undergraduate students can take GRAD 400 (Research Internship Special Experience) for 1-3 credit hours. Each hour translates to three contact hours in the lab. The student is required to attend scheduled meetings for supervision, training, and discussion. They must fulfill the remainder of their weekly hours by completing lab assignments (e.g., participation in a research projects which may include collecting and entering data, completing literature searches and summarizing articles). ***Each student will be asked to turn in a log of their hours at mid-semester and at the end of the semester.***

All students who work in a research lab must complete CITI Training before working with human participants. Therefore, all students will be required to complete the online training (if they have not already done so), which can take between 8-10 hours and includes readings and taking quizzes that must be passed with 80% accuracy. Following completion of the CITI Training, each student will need to save a copy of their completion certificate to give to the IRB as proof of their completion.

# Grading Policy

Final grades in the course are Z/F. Grades will be determined by attendance, completion of assignments, and accuracy of assignments. Students may receive an unsatisfactory grade of F (a failing grade) if they have excessive absences or do not fulfill/complete required assignments.

Students enrolled in this course will be assigned a variety of research duties which include scoring study materials, accessing articles, searching databases, recruitment of participants, running participants, other data collection activities, and data entry. Students will be provided with regular feedback regarding their performance. Students will not be penalized for initial performance skills (they are not expected to know everything). However, students are expected to ask for guidance when something is unfamiliar. In addition, once provided feedback, students may be penalized for failure to correct deficit areas. If it is likely that the student’s performance will affect his/her grade, the student will meet with instructor to discuss the situation. No penalty in course grade will occur without proper notice to the student.

# Attendance Policy

When researchers do not perform lab tasks at the scheduled time, the integrity of the research may be comprised. As such, it is critical that each student completes lab activities at the scheduled times.

Each student is allowed ONE (1) unexcused absence from a meeting/activity (such as running participants) during the semester. This includes any emergencies that might occur. For all other absences, the students must notify the instructor 24 hours in advance that they will not be able to attend a scheduled meeting AND they must have a valid university excuse.

Regardless of the reason for an absence, the students must make up all hours missed. Failure to meet these requirements will may result in an incomplete or grade of F. Excessive absences could result in the student being dropped from the course.

Roles and Responsibilities

Participation in this research lab will afford you an opportunity to be a part of the research process at various levels. Some roles are more hands on and others are support roles. Listed below are some of roles that are available. Students typically will be engaged in several roles over the course of the semester, which will be assigned by the instructor.

* Assisting in data collection
* Preparation of data collection materials
* Scoring of study questionnaires
* Data entry
* Literature searches
* Editorial assignments
* Tracking data collection
* Participation in lab meetings

All positions will be supervised by the Instructor of Record. The Instructor of Record may also request that the student work with a graduate student or other scholar within the lab. When this occurs, the undergraduate student will be (1) informed that an additional individual will oversee their work in the lab, (2) provided with contact information for that additional research supervisor, and (3) trained according to the roles they will perform while working with that additional supervisor. The student will continue to receive supervision from the Instructor of Record in all cases. Undergraduate students working in the lab may have the opportunity to be involved in professional presentations of study findings, and in exceptional cases of performance on a particular project (in which the student has exceeded the level of contribution typical for undergraduate research experience such that they are a major contributor to the project) the student may be involved in publications of the study findings.

***\*Note about the above Syllabus:*** All information contained in this syllabus is subject to change at the discretion of the instructor.

**Log of Hours – To be turned in at mid-semester and at the end of the semester to the Instructor of Record (sample log for 3 credit hours for 8-week summer session)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Week:*** | *Expected Hours* | *Hours Completed* | *Tasks Worked On and Dates for Tasks* |
| 1 | 6 |  |  |
| 2 | 6 |  |  |
| 3 | 6 |  |  |
| 4 | 6 |  |  |
| 5 | 6 |  |  |
| 6 | 6 |  |  |
| 7 | 6 |  |  |
| 8 | 6 |  | ***Finals*** |
| ***Total*** | ***48*** |  |  |

**\*Expected Hours each week are subject to change, which may affect the total hours completed for certain weeks**