

INDEPENDENT STUDY MENTOR'S AGREEMENT

Note: this form is only needed if the mentor is NOT BSC faculty

Thank you for agreeing to allow our student to work with you. The Department of Biological Sciences encourages students to find educational opportunities outside the classroom, in order to experience practical applications of their coursework or to delve deeply into topics that interest them and will help them along their career path. One way of doing this that both allows the student and mentor flexibility in designing a project, and provides the student with course credit, is Independent Study. To successfully complete Independent Study, students must arrange to perform a minimum amount of supervised work with a mentor. The minimum amount of effort varies depending on the number of credit hours the student wishes to receive (1-4). A rough estimate is about 25-30 hours of work per credit hour. The type of work allowable for Independent Study varies, but it must be relevant to the student's educational and career goals, and must be something that they cannot achieve through regular coursework. These voluntary, non-paid positions should provide the student with insights and opportunities to learn about a profession, technique, or field not available through other means. It is imperative that the time the student spends in this position be geared toward the practical aspects of the profession, not as office staff or in any other non-scientific role. In addition to the time spent working on the project, the student will be required to produce a final report on the experience. This can be a written report, or a seminar or poster delivered to a professional or academic audience. The end product should reflect the student's experiences and their understanding of the work they performed. Lastly, the project mentor must complete the Independent Study Mentor's Evaluation Form (attached to this form, also available on the BSC Capstone/Independent Study web site). The final paper or documentation of the poster or seminar, and the Mentor's Evaluation Form must be submitted to the Capstone/Independent Study coordinator prior to the beginning of finals week for the semester enrolled. The final grade will be assigned by the Capstone coordinator following an evaluation of the submitted materials.

Important note on the final report: If the student performs research or is involved in anything that may be sensitive, those details do not have to appear in any report delivered to the department. Rather, the final report can focus on experiences and the value of the work to the student's goals. However, a report or copy of a presentation, is required before the student will receive their grade, and it is expected that the mentor will work with the student to formulate that report and ensure it is acceptable.

IMPORTANT:

Your signature on this form and the student's proposal signifies that all parties involved understand the requirements for completion of this project and that a grade will be assigned by the Department of Biological Sciences based upon the quality of their final submission.

Participation in a Capstone experience is completely voluntary, and Marshall University will not accept any charges related to the project. Any expenses that must be borne by the student, such as mandatory physicals or background checks, should be fully explained and agreed to before this form is signed.

Project Mentor's Name printed _____

Project Mentors signature _____ Date _____

Student's signature _____ Date _____

When completed, the student should return this form together with the signed Project Approval form they will have received via email, to the BSC Capstone Coordinator. Contact information for the current coordinator can be found on the Capstone/Independent Study web site:

<http://www.marshall.edu/cosweb/biology/capstone-is/>

Approved by
Department

Capstone/Independent Study Coordinator

Date

INDEPENDENT STUDY PROJECT MENTOR'S EVALUATION

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Project Mentor's Name and Title: _____

Student Name: _____ **Student ID # 901** _____

Project Title: _____

Student completed at least 90 hours. YES NO If NO, how many hours? _____

Please assess the student by assigning a rating (0-5, with 5 being highest) to items 1-5 below.

- _____ 1. problem solving skills and ability to analyze information critically
- _____ 2. reflection, self awareness and self assessment abilities
- _____ 3. ability to apply knowledge to practical or theoretical situations
- _____ 4. ability to keep records, and manage time
- _____ 5. technical skills, ability to carefully follow protocol, ability to research information

Optional. If you as the research mentor were in a position to assess either of the following, please rate the following from 0-5.

- _____ 6. OPTIONAL effective writing skills as evidenced by their written report.
- _____ 7. OPTIONAL effective oral communication skills as evidenced by his/her oral

report on this project which was presented to : _____

Date of oral presentation: _____

Please use space below to comment on any aspect of your evaluation and/or any follow up or potential benefits derived by the student from this project. Include any comments on the final report or presentation. Attach a separate sheet if needed.

Project Mentor's Signature: _____ **Date:** _____

When completed, please either print this form, sign, and return via mail, or sign electronically by typing your name, then email a pdf of the signed form to the capstone coordinator. The general email address is **bioproposals@marshall.edu**, or the specific contact information for the current coordinator can be found here:

<http://www.marshall.edu/cosweb/biology/capstone-is/>

Note: if this form is given to the student to return, it must be placed in a sealed envelope, with a signature over the seal. If the form is emailed, it must come from the mentor's professional email address.