

## RESEARCH CAPSTONE 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. All Marshall University students are required to participate in a Capstone experience. In the Department of Biological Sciences, this requirement can be satisfied either by doing a research project with an approved research mentor or by shadowing a relevant professional. The former option allows the student to gain practical research experience in a working lab or field operation. To successfully complete a Research Capstone project, a minimum of 90 hours of supervised lab or field research work is required. These voluntary, non-paid positions should provide the student with insights and opportunities to learn about a profession, techniques, or field that focuses on research and is not available through the classroom. It is imperative that the time the student spends in this position be geared toward the practical aspects of research, not as lab dishwasher 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 Research Capstone Mentor's Evaluation Form (a copy is available on the BSC Capstone web site). The final student materials and the Mentor's Evaluation Form must be submitted to the Capstone coordinator prior to the beginning of final exams for the semester enrolled in order for the student to receive a grade. The final grade will be assigned by the Department of Biological Sciences following an evaluation of the submitted materials.

**Important note on the final report:** If the student performs sensitive research, those details can be omitted from the report delivered to the department. 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, and it is expected that the mentor will work with the student to guide them in formulating the report.

### IMPORTANT:

**The student must submit their proposed project for approval before obtaining any signatures. This form should be accompanied by a preliminary approval notice for the project, which also requires signatures. Please do not sign this form if it is not accompanied by a preliminary approval notice.**

**Your signatures on this form and the student's preliminary approval will signify that all parties involved understand the requirements for successful completion of this project, and that a grade will be assigned by the Department of Biological Sciences based upon the quality of the entire package.**

**Participation in a Capstone experience is 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 \_\_\_\_\_

Project Mentor's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

The preferred method of returning forms is via email. The general email address is **bioproposals@marshall.edu**, or the contact information for the current coordinator can be found here:

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

Approved by  
Department

\_\_\_\_\_  
Capstone Coordinator

\_\_\_\_\_  
Date