2017-2018 Elliott School Undergraduate Scholars  
Student/Faculty Advisor Agreement

The Elliott School Undergraduate Scholars program is an enhanced independent research experience for a select group of Elliott School juniors and seniors. It builds upon the standard Elliott School Independent Study and Senior Thesis models and includes additional special programming and support. Highlights of the program include:

- **One-credit graded Research Methods course in the fall** (Thursdays, 10:00 am – 12:00 pm) to learn about research design and methods, identify resources and opportunities at GW, to share research updates with peers, and to prepare to write a preliminary draft of the research paper.
- **Three-credit graded Writing in the Disciplines (WID) course in the spring** (Thursdays, 10:00 am – 12:00 pm), focusing on research design and analysis of data as well as peer review of preliminary drafts of the research papers and completion of the final draft.
- Close work with a **faculty advisor** and the **research instructor**
- **Research stipend of $500** to be used for research materials and experiences and to cover lunch/coffee with the faculty advisor; possibility of applying for additional funding.
- **Peer support** throughout the research and writing process.
- Presentation of research at an on-campus **research symposium** in April.
- Research synopsis presented in *The Globe* and support from the research instructor in submitting research papers to **peer reviewed academic journals**
- Support from the research instructor in applying for **grants and fellowships**
- Support from the research instructor in preparing for or applying to **graduate programs**.

One of the goals of the program is to facilitate the student/faculty advisor engagement. As with the current Independent Study and Senior Thesis arrangements, the faculty advisor will have the following responsibilities:

- Sign the Student/Faculty Advisor Agreement.
- Review and complete **CITI training** modules if two or more years have passed since last training. Access is free with GW email login. Faculty advisors are considered Principal Investigators on student research, and CITI training is required in order to determine if research needs IRB approval.
- Work with student to determine if the student needs to seek IRB approval. The **Office of Human Research** offers a **determination worksheet** and a document on **Considerations for Student Research** to guide you if you're unclear whether a student project will require additional review.
- Meet with the student regularly during the year. The frequency of these meetings is to be determined by the student and faculty advisor.
- Assign appropriate readings.
- Inform the research instructor at the end of the fall semester as to whether the student has made sufficient progress and will be in the position to complete a rough draft by the beginning of the spring semester. This information will be used to determine the student's grade for the fall course.
- Review the student’s research paper and submit a grade at the end of the year. For this program, the research instructor might confer with the faculty advisor regarding the final grade. Students are expected to attend program-related sessions and will be penalized for failing to participate. Faculty advisors will set individual paper due dates, which must fall by the last day of the spring final examination period (May 15, 2018). The research instructor will send a grade request to the faculty advisor at the end of the spring semester and will report the grade to the Registrar.

In order to foster the communication between student and faculty advisor, deepen the student's engagement with the material, and maximize the quality of the research produced, faculty advisors are also asked to:

- Go out to lunch with the student once during the 2017-2018 school year. The student’s stipend will cover the cost of this lunch.
- Attend the spring class session when the student will present his/her rough draft for peer feedback. Class meets on Thursdays from 10:00 am to 12:00 pm; schedule of peer feedback sessions TBA.
- Attend the final research symposium in April 2018. Exact dates and times TBA.
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Elliott School Undergraduate Scholars Paper Requirements and Guidelines

- The student will conduct primary research for the paper.
- The paper must be at least 30 pages (of text).
- The faculty advisor may be any full-time GW professor with knowledge of the student’s research topic. In certain cases, willing part-time professors may be approved to serve as faculty advisors. The student will submit a petition for this policy exception with the program application.
- The student and faculty advisor should set deadlines early each semester to ensure the completion of the paper within the appropriate timeframe. The program syllabus also sets benchmarks and deadlines.
- Final paper grades are due by the end of the spring semester.
- If the student is using this project to satisfy an additional requirement, such as for the University Honors Program or a Special Honors requirement in another department, the student must also abide by all relevant policies and guidelines.

Student Name: ________________________________________

GWid: ________________________________________

Working Title of Paper: ________________________________________

I, the applicant, understand the requirements of this program and am committed to its goals:

Student Signature: ________________________________________

Date: ________________________________________

Faculty Advisor Name: ________________________________________

Faculty Advisor Department: ________________________________

Faculty Advisor Email: ________________________________________

CITI Training:  ☐ I underwent CITI training __________ (month/year).  or  ☐ I agree to undergo CITI training if the student is admitted into the program.

I, the faculty advisor, have discussed and approved the student’s topic and proposal. I understand the requirements of this program and am committed to its goals:

Faculty Advisor Signature: ________________________________________

Date: ________________________________________

Please contact Annelle Rodriguez Sheline, Research Instructor in the Elliott School Office of Research (asheline@email.gwu.edu) with questions.