La Salle University
Undergraduate Research Application

Student's Name ______________________________________________
Address _______________________________________________
Telephone ________________e-mail ________________________

Discipline __________Title___________________________________    Course # 444
Short Title: (28 characters or less, including spaces and punctuation) _____________________
Total credits in semester of Undergrad Research, including 3 credits for this research course: ___

Brief Description of Study (to be completed by student)

Basis for Grading (to be completed by faculty member):

Note: STUDENT MUST APPEND TO THIS FORM A BIBLIOGRAPHY AND A DETAILED PROPOSAL FOR THE PROJECT.

STUDENT’S SIGNATURE BELOW SIGNIFIES ACCEPTANCE OF “POLICIES AND PROCEDURES” ON BACK OF THIS FORM.

Student Signature ______________________________________ Date _________________
Faculty Supervisor Signature ____________________________ Date _________________
Discipline or Dept. Chair Signature ______________________ Date _________________
Research Director’s Signature _____________________________Date _________________

Please submit original and 1 photocopy and all attachments to Dr. Judith Musser, English (Olney 141 mail tray).

musser@lasalle.edu; 215-951-5003
Undergraduate Student Research
Policies and Procedures

The following rules and procedures apply to Undergraduate Research Applications:

- The program is for independent student research as a separate (usually one-person) course, and it is thus not part of research projects within the regular class context. For some projects it might be appropriate for two or more students to suggest a collaborative research project. Different disciplines, of course, define “research” in very different ways. Nevertheless, the “Undergraduate Research” course should aim at producing a research project (under the supervision of a mentoring faculty member) worthy of the discipline and of dissemination to a wider group of La Salle faculty and students or to the community at large. A student satisfactorily completing the “Undergraduate Research” course will—ordinarily—receive three credits.

- The deadline for application is **November 15 for the following Spring semester** and **April 15 for the following Fall semester**. Deadlines for summer opportunities, if available, will be announced.

- Undergraduate Student Research is ordinarily limited to students with a 3.00 and above grade point average. A student seeking an exception from the grade point requirement should see—the Director of Undergraduate Research.

- Students’ La Salle tuition payment permits them to take **up to eighteen credits per semester**. If a student will have (with the three-credit research course included) **more than eighteen credits**, he or she must see the Director of Undergraduate Research before completing an application.

- This program supplements (and does not replace) the various research courses within disciplines and the Honors 499 research course. Ideally, La Salle wants to make the opportunity for “Undergraduate Research” available to new people, but students who have completed those other research experiences are also eligible.

- At this time, we do not have funds to pay students for their research or to reimburse them for any research expenses incurred. We can usually contribute to expenses for a conference where a student presents his or her research.

- **La Salle’s “Institutional Review Board” must approve any project involving human subject research (please contact the Director of Undergraduate Research for further information).**

- A limited number of Undergraduate Research opportunities are available each semester. Approval is not automatic and is done through a review process in comparison with other applications. Order of application may also be considered if there are too many worthy projects for us to pay faculty members to supervise them all. Students should have a back-up course in case the “Undergraduate Research” course is not approved.

- Students can take no more than two Undergraduate Research Program courses while at La Salle.

- Students should complete all sections of the Application Form and secure the signatures of the mentor and discipline chair before submitting the proposal (and two copies) to the Director of Undergraduate Research. When the application is approved or denied, the student will be notified accordingly. The **Director of Undergraduate Research takes care of adding the course to the student’s roster** (the course is ordinarily listed under the mentor’s discipline with the number “444” (first course) or “445” (second course).

- Students who are approved for Undergraduate Research and who sign up for the course agree to participate in an on-campus poster session (or other presentation, as appropriate) to disseminate their work to others. This event takes place each year near the end of April.

- Starting in Spring 2015, all students participating in the Undergraduate Research program will be required to deposit a copy of their final project in Digital Commons ([http://digitalcommons.lasalle.edu](http://digitalcommons.lasalle.edu)), Connelly Library’s institutional repository. By default, all projects will be made available to the public through Digital Commons at the end of the Spring 2015 semester. Students may opt out of having their work published by filing a form with the Director of Undergraduate Research on or before April 20, 2015. Questions about Digital Commons or access to Undergraduate Research projects should be directed to Rebecca Goldman at Connelly Library ([goldman@lasalle.edu](mailto:goldman@lasalle.edu) / x. 1965).