

La Salle University Undergraduate Research Application

Student's Name _____

Student's ID # _____

Circle one: Student is currently a First Year Student Sophomore Junior Senior

Student's LaSalle Email address _____

Student's phone number _____

Discipline of Research _____ (i.e. ENG, BUS, COM, BIO, FIN, COSD) Course 444 or 445

Long Title _____

Short Title: (28 characters or less, including spaces and punctuation) This is what will appear on your transcript _____

Total credits in semester of Undergrad Research, including 3 credits for this research course: ____

Attachments Needed for Application:

1. (to be completed by student) Detailed proposal for the project. This proposal can include answers to the following questions: In lay person's terms, what do you plan to research? What are your research questions? What background do you have to do this project? Have you done any other research related to this topic? How does this project enhance your academic future?
2. (to be completed by student) A Bibliography. This list of resources is meant to show that you have a working knowledge of material that will be related to your project. Depending on your discipline, this Bibliography may be 5 – 15 sources.
3. (to be completed by faculty member) Basis for Grading. A general outline of how you will be evaluating and monitoring the student's progress through the research.

STUDENT'S SIGNATURE BELOW SIGNIFIES ACCEPTANCE OF "POLICIES AND PROCEDURES" ON BACK OF THIS FORM.

Student's Signature _____ Date _____

Faculty Supervisor's Signature _____ Date _____ *

Faculty Supervisor's Name Printed _____

Discipline or Dept. Chair's Signature _____ Date _____

Discipline or Dept. Chair's Name Printed _____

Please email a copy of the form attachments to Dr. Judith Musser (musser@lasalle.edu).

* If signatures are not possible, please ask the supervisor and chair to email me their approvals of this application.

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 October 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—very early in the process—the Director of Undergraduate Research.
- First-year students may not do 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 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.
- 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>), Connelly Library’s institutional repository. Students may opt out of having their work published by filing a form with the Director of Undergraduate