

Undergraduate Research Experience - Application for ExEL Unit

Thank you for your interest in obtaining and participating in an Undergraduate Research Experience for the Experiential Education and Learning (EXEL) unit requirement.

Participating in an Undergraduate Research Experience is an important part of your academic career. It allows you to master various research techniques, gain hands-on experience in a laboratory, connect with faculty engaged in cutting-edge research, and communicate research results through presentations and publications.

Once you have secured a research opportunity, submit this form and a signed offer letter to the Office of Undergraduate Research Experiences to qualify your Undergraduate Research Experience for ExEL unit(s). It is recommended that you submit this information at least two weeks prior to the start date on your offer letter.

Student Information	
Name:	
N#	Email address:
Phone number:	Are you on an F-1 Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No
Undergraduate Research Experience Approval Checklist	
<p><input type="checkbox"/> A signed offer letter (Appendix A) from the researcher/lab coordinator that includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Researcher's/Lab Coordinator's information (Name, Job Title, Phone, and Email) <input type="checkbox"/> A brief description of the research in which you will be participating (e.g., research focus area, your tasks/responsibilities). <input type="checkbox"/> Start Date/End Date (Experience must be at least 10 consecutive weeks) <input type="checkbox"/> Research Location <input type="checkbox"/> Lab/Work Hours Expected (Must be a total of at least 40 hours to qualify for one (1) ExEL unit) <p>Once the items above have been reviewed and verified, the Office of Undergraduate Research Experiences will notify you that you are approved to begin accumulating research hours.</p>	
OFFICE USE ONLY	
<p><input type="checkbox"/> Student meets GPA requirement (minimum 3.0 cumulative GPA)</p> <p><input type="checkbox"/> Student meets NSU credit requirement (minimum 12 NSU credits)</p> <p><input type="checkbox"/> Experience has been reviewed and is approved for one (1) ExEL Unit</p> <p>Office of Undergraduate Research Approval (Print): _____</p> <p>Office of Undergraduate Research Approval (Signature): _____ Date: _____</p>	
Office Notes:	

Submit this page and the signed offer letter to the Office of Undergraduate Research Experiences

Once your research experience has been approved: Record Your Research Hours

You must complete at least 40 hours at the research site to be eligible for ExEL units. Your Undergraduate Research Experience should be a minimum of 10 consecutive weeks.

- Record your hours on the attached Undergraduate Research Hours form each time you work at the research site (see Appendix B). Print as many pages as needed.
- Have the researcher/lab coordinator sign off each week to verify the hours you worked.

Mid-Point Check-in with the Office of Undergraduate Research Experiences

The Office of Undergraduate Research Experiences will check-in with you around the mid-point of your research experience to see how it has been going, learn about what you have been working on, document any challenges you have encountered, and to collect feedback about the research site.

After your research experience ends: Submit the items below to receive one (1) ExEL unit:

Item 1: Hours Form (Appendix B)

Submit your completed and signed Hours Form(s) to the Office of Undergraduate Research Experiences no later than two weeks after the end date indicated in your offer letter.

Item 2: Final Reflection Activity (Appendix C)

Reflection is a key component of learning and personal development. As part of the ExEL Undergraduate Research Experience, you are required to write a short reflection essay (no more than 500 words) to record the ways in which this experience impacted you and to create a resume entry to document your research experience for your resume or curriculum vitae.

Submit to the Office of Undergraduate Research Experiences no later than two weeks after the end date indicated in your offer letter.

Final Undergraduate Research Experience Evaluation

You will be asked to complete an evaluation of your Undergraduate Research Experience. Your feedback plays an important role in the success of the Undergraduate Research Experiences program. Contact the Office of Undergraduate Research if you have any concerns about completing the evaluation.

Appendix A: Sample Offer Letter

DATE

Dear <NSU Student>,

It is my pleasure to offer you a position as a Research Assistant in the <DEPARTMENT NAME> at Nova Southeastern University. Your position will begin on <DATE> and end on <DATE>. This is a <PAID/UNPAID> position and you will be expected to work <5/10/15> hours per week.

As a Research Assistant, you will responsible for <LIST OF POSITION TASKS and RESPONSIBILITIES>.

I look forward to working with you and your contributions to our research.

Sincerely,

<XYZ Lab Director>

Phone: <XXX-XXX-XXXXX>

Email: <XXXX@nova.edu>

Appendix B: Undergraduate Research Hours

Week #: _____

Date	Time In	Time Out	Hours
Total Hours for the Week:			
Project Notes:			
Supervisor's Signature:			

Week #: _____

Date	Time In	Time Out	Hours
Total Hours for the Week:			
Project Notes:			
Supervisor's Signature:			

Week #: _____

Date	Time In	Time Out	Hours
Total Hours for the Week:			
Project Notes:			
Supervisor's Signature:			



Appendix C: Final Reflection Activity

For this activity, reflect on your Undergraduate Research Experience and write a short essay (no longer than 500 words) and create a resume entry (see sample below).

For the essay, consider the following:

- What assumptions were challenged by this experience?
- In what ways did your understanding of the science or the investigation of the problem grow?
- In what ways did this experience relate to what you have learned in the classroom?
- How did this experience affect your strengths and weaknesses?
- In what ways will this experience influence future academic or professional endeavors?

Sample Resume Entry

Undergraduate Research Assistant

Nova Southeastern University, Fort Lauderdale, FL

September 2018 – December 2018

- Conducted experiments under the guidance of head researchers and collected necessary information for statistical analysis
- Managed lab supplies, kept track of replenished materials, prepared purchase orders, and ensured timely receipt of ordered goods
- Performed data entry operations on scientific experiments and evidences to be used for future references
- Applied the principles of chemistry and draw inferences from the experiments to support conclusions
- Performed administrative duties and supported the research team