

## 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 Project (Appendix C)

Reflection is a key component of learning and personal development. As part of the ExEL Undergraduate Research Experience, you are required to create a final reflection project to document the ways in which this experience impacted you.

*(See Appendix C for Reflection Project guidelines)*

Once completed, upload your Reflection Project to your Portfolium no later than four 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 be 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
<b>Total Hours for the Week:</b>			
Project Notes:			
Supervisor's Signature:			

Week #: \_\_\_\_\_

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

Week #: \_\_\_\_\_

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



## Appendix C: Final Reflection Project

For this activity, reflect on your Undergraduate Research Experience and develop a presentation (using PowerPoint, Prezi, Keynote, or another presentation program) that addresses the following information:

- 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?

To receive full credit for your Final Reflection Presentation, you must upload it to your Portfolium and include: 1) the hashtag #NSUExELResearch and 2) under Skills, Tools, or Software include the keyword Undergraduate Research.

You will not actually be presenting this information. This presentation project will serve as a visual way to show future employers and graduate programs what you learned and what skills you gained during your internship experience.

With that in mind, here are some tips:

- Include visuals. If you have photos/videos of your experience or samples of your work that can be included, do so. It's always more impactful to show what you've been working on.
- Be creative! Think outside the box and present the information in captivating, interesting ways. You can choose to use animations, photos, videos, or other media to demonstrate your learning.
- Think about your skills. Beyond the actual projects you worked on, what are some of the valuable skills you gained? Think about what skills might be needed in your future career and showcase them!

