Texas Research Experience (TREX)

TREX 2009-2010 Program Conditions & Letter of Acceptance

Important Information:

- **Orientation:** 4:00 – 5:00 PM Wednesday, August 26, 2009

- **First meeting with faculty:** Before or On Friday, September 4th, 2009

- **Program length:** September 2009 - May 2010

- **Faculty Assignments:** Check with Program Coordinator

The program requirements include, but are not limited to:

- Mandatory participation in and attendance at ALL scheduled research related activities, including but not limited to the weekly seminar, laboratory hours, lectures, presentations, roundtables, receptions, graduate school workshops, field studies and field trips.

- Submittal of a faculty mentor/participant contract by **Friday, September 4th, 2009** and a research plan by **Monday, September 14th**

- Submittal of *SIGNED* monthly progress reports & bimonthly timesheets.

- Completion of a 10-page Final Report of your research due **May 10th, 2010**

- A journal, with daily entries of any and all of your research activities, to be handed in with the above report.

- Oral Presentation to be presented on either **April 14th or 21st, 2010**

- Poster presentation at the Excellence Awards Reception **April 29, 2010 (program begins at 6pm, you will arrive by 5:45pm to register and set up)**

- Poster presentation at the University of Texas at Austin Undergraduate Research Forum. Time/Location TBD

- At EOE’s discretion, we may request that you present at an additional conference

- Adherence to signed Statement of Understanding

I have read this statement and agree to the terms and conditions of the TREX 2009-2010 Research Program.

Name___________________________________________________________________
(Please print)

Signature ____________________________________________________________ Date __________
Texas Research Experience (TREX) Program 2009-2010

Statement of Understanding

I understand that as a student research assistant in the EOE 2009-2010 TREX Program, I represent not only the Equal Opportunity in Engineering Program, but I also represent the University of Texas and Cockrell School of Engineering. I also understand that I am expected to act in a professional manner and to serve UT faculty and fellow lab students that I work with to the best of my ability.

As a student research assistant in the EOE 2009-10 TREX Program, I accept the following expectations and job responsibilities as a guide to my role in the TREX program.

**Expectations & Job Responsibilities:**

I understand that the TREX program runs from September 2009 to May 2010. I will commit to performing all of my job responsibilities for the TREX program for its entire program length.

I will perform 10-14 hours of research/lab work each week for a professor assigned to me by the EOE office. I understand that the professor assigned to me may not be a professor listed in my preferences. I understand that I must schedule my work hours with my professor.

I will meet with my assigned professor before Friday, September 4, 2009. During this time, we will go over our faculty and participant contract, complete and sign it.

I will submit my Research Plan, as discussed and agreed upon with my assigned professor, to the TREX coordinator by Monday, September 14, 2009.

I will submit signed monthly progress reports to the TREX coordinator in the EOE office.

I acknowledge that unsatisfactory mid-year faculty evaluations may result in dismissal from the TREX Program.

I will submit timesheets by the 15th and the last day of each month. I understand if a timesheet is late, it is likely that I will not receive a paycheck for that pay period.

I acknowledge that required items submitted late, including but not limited to SIGNED timesheets & progress report, will be documented in my program file. Any outstanding items that I owe may result in my paycheck being withheld until such item(s) is/are submitted.

I acknowledge that all items due, which includes but is not limited to, timesheets, contract, progress reports, etc., must be turned in on the due date no later than 5pm.
I acknowledge that I must enroll for a TREX one-hour weekly seminar in both the Fall and Spring semesters. I understand that this seminar will cover various topics relating to TREX, research and graduate school and attendance is mandatory. When the seminar has no events scheduled, I understand that time is only to be used for research related work.

I will attend all weekly seminars as assigned by the TREX coordinator and my professor/ lab supervisor unless I have an emergency and contacted the coordinator in advance. I understand that scheduled research-related activities include but are not limited to monthly meetings and workshops, laboratory hours, lectures, presentations, luncheons, receptions, field studies, and field trips. I understand that the dates and locations of future TREX activities may be sent via email throughout the semester.

I understand that email is the official communication of UT Austin and I will read each email sent to me and act accordingly with all appropriate deadlines and information.

I understand that I will be contacted by the TREX coordinator to set up a site visit at least once during the year and will also have a one-on-one visit during each semester at an agreed time.

I will complete and turn in an abstract, report, poster, and PowerPoint presentation by the deadlines assigned by the TREX coordinator.

I will keep a daily journal of my research activities/notes and turn it in with my final written report.

I will submit a final written 10-page report and will present my research findings in a PowerPoint presentation in April 2010 as scheduled by the TREX coordinator. I will also be prepared to present my research findings in a poster session and/or a PowerPoint presentation at possible student organization meetings as well as at possible local/national conferences.

I will attend and present my poster at the Excellence Awards Banquet April 29, 2010. I will also be prepared to possibly present my poster for Longhorn Research Week in the Spring semester of either 2010 or 2011.

By signing below, I agree to these specified expectations and job responsibilities. I understand that non-compliance may result in termination of employment.

____________________________________  __________________
Signature of Employee                   Date

____________________________________  __________________
Signature of TREX Coordinator           Date