

STUDENT INFORMATION

First/Last Name: _____

Student ID# _____ NCSU Email Address: _____

MENTOR INFORMATION

First/Last Name: _____ NCSU Email Address: _____

College: _____ Department/Company: _____

EMPLOYMENT INFORMATION

Awarded semester of employment as RA: Fall Spring Summer

EMPLOYMENT REQUIREMENTS AND DETAILS

1. The student agrees to work as an undergraduate research assistant for the faculty member listed and will perform duties related to the faculty member’s research *or* research approved by the mentor listed.
2. The student understands that they will be paid \$15/hr on a bi-weekly basis and hours will be submitted and verified through WolfTime. The student understands that the RA position is a position of employment.
 - a. RESEARCH ASSISTANTS MUST WORK 10 HOURS PER WEEK (with slight variations as needed). If an RA consistently works fewer hours, the position will be terminated.
 - b. Research Assistants in this program can work no more than 10 hours per week. Additional hours will be considered volunteered, unpaid time.
 - c. The student shall report any missed time punches in WolfTime to the OUR coordinator as soon as possible.
 - d. The OUR will monitor time in WolfTime and verify hours submitted.
3. The student will notify the OUR and mentor immediately if they choose to resign from their position.
4. The student will notify the OUR immediately if there are conflicts or other concerns with their mentor, work environment, fellow researchers, etc. The mentor will notify the OUR of any similar concerns with their mentee.
5. The student is required to complete the following items during their semester of employment. If requirements are not met, the student may be ineligible to be rehired as a research assistant or have payment ceased.
 - a. A professional development experience with the OUR in the form of an OUR seminar. After attending the seminar, the student will complete a brief reflection survey.
 - b. A final survey, reflecting on their experience. This requirement (as well as (a)) is due roughly two weeks after the last day of class.
 - c. A presentation at the NC State Undergraduate Research and Creativity Symposium (end of Spring semester). Presentations can be works in progress, finished projects, or portions of projects to which a student contributed.
6. All positions will be terminated on the last day of classes within the awarded semester.
7. Students confirm that they do not hold another OUR FWS or PEP position, nor are they participating in an REU at the time of RA employment.
8. The student understands that they are agreeing to requirements of the position by reading this document, and that the requirements will be available to them on the RA Moodle page, on the OUR RA website, and via reminder emails.

Mentor Signature: _____ **Date:** _____

I certify that I will oversee the quality of the work specified and will complete any requested OUR experience surveys.

Student Signature: _____ **Date:** _____

I understand and accept the conditions of this contract. I will abide by the award requirements and details as listed above.