

This is a draft, you must complete the official UROP Compact through DocuSign Powerforms. The UROP Students have access to start filling out the compact.

## 2022-2023 UROP Research Assistantship Compact and Fall SMART Goals

We have converted the UROP Research Assistantship Compact to a DocuSign form which will allow everything to be digital/automated. This is the new combined UROP Compact and the Fall 2022 SMART Goals.

- Step 1:** Once the research mentor and UROP student complete the interview/matching process and commit to working together over the course of the year, the UROP student initiates the Compact and SMART Goals through DocuSign. On the initiation page, students will need to enter their name and email twice and their research mentor's name and email twice on the site to start the form. The information must be accurate otherwise, the form won't work properly. The students will then add their name, email, and UROP section information to the form and click "Finish," before it will be sent to their research mentor.
- Step 2:** Then the research mentor completes the Compact portion of the form and signs it and clicks "Finish."
- Step 3:** Then the student reviews and signs the Compact and then completes and signs the SMART Goals portion of the form and clicks "Finish." The SMART Goals should be completed by the student with the help and guidance of the research mentor. We recommend meeting together to discuss and finalize the SMART Goals prior to submitting through DocuSign because it will not be possible to make changes to the SMART Goals once the student signs them.
- Step 4:** The research mentor signs the approved SMART Goals and clicks "Finish." The research mentor, student, and CRE staff will receive a copy of this form, marking the official start of the assistantship.
- Step 5:** The student will submit their copy of the Compact and SMART Goals to their UROP Leaders through the Canvas assignment within 3 days of completing the process but no later than October 7.
- Step 6:** Research mentors will need to complete a separate form with each student they wish to work with throughout the year. Once all forms have been signed with all needed students, research mentors should indicate that the project is full in the database so it will be hidden.

**Please note:** When the research mentor and student complete each portion of the form, DocuSign may have a pop-up message "Your document is now complete." This is really referring to the specific portion of the document. Once the research mentor signs the form for the last time, a completed copy of the Compact and SMART Goals will be sent as an attachment to both the student and research mentor.

## UROP Research Assistantship Compact

By signing this UROP Research Assistantship Compact, both the research mentor and UROP student agree to the following project specifications and conditions:

- Students are expected to work both the fall and spring semesters (starting by 10/7 at the latest and continuing through the end of spring semester)
- UROP students must present their contributions to the project at the spring Undergraduate Research Symposium (tentatively scheduled for early April)
- UROP research mentors are expected to check in with UROP students at least once every 2 weeks for the duration of the assistantship (but a minimum of monthly check-ins are mandatory)
- UROP research mentors will be expected to complete both a mid-program evaluation at the end of fall and an end-program evaluation at the end of spring for all UROP students being mentored. Feedback will be taken into consideration for the student's UROP colloquium grade
- If a UROP research mentor has any concerns about their UROP student at any point during the year, it is necessary to contact CRE Senior Associate Director Alicia Batailles as soon as possible at [alicia.batailles@fsu.edu](mailto:alicia.batailles@fsu.edu) or 850-645-0987.

*To be completed by UROP student*

### **UROP Student Information**

Student Name:

Student FSU Email Address:

UROP Section Number (1-34) and UROP Leaders' Names:

**\*Be sure to click "Finish," to send the form to your research mentor.\***

*To be completed by the research mentor*

### **Research Mentor Information**

Research Mentor Name:

Research Mentor Email address:

Research Mentor College:

Research Mentor Department:

### **Additional Research Mentor Information (optional)**

(Please note: A copy of the compact will only be sent to the primary research mentor.)

Additional Research Mentor(s) Name(s):

Additional Research Mentor(s) Email address(es):

### **Research Project Information**

Project Title:

Expected Assistantship hours per week (typically between 5-10):

Start Date (should be no later than October 7):

End Date (should be no earlier than April 15):

### **Project Expectations**

Elements to consider:

What activities of the overall research project will the students be working on?

What is the expectation for when and how this work should be completed? During business hours or after?

Synchronously or asynchronously? In-person or remotely?

Does this project require training from the libraries or otherwise?

Are any specific software, books, or other materials required for the student to complete this project?

Anything else you want to include here?

**Communication Plan:** (Students will also reiterate this information in framing their communication SMART Goal)

Please consider the following questions when crafting your communication plan

What is the best way for you and the student to communicate (text, call, email)?

How quickly should you expect a response and should your student expect a response from you?

How often do you plan to meet and in what fashion (in-person, zoom, etc.)? (The minimum is monthly, but we recommend at least every 2 weeks)

How and how often should a student update you on the project progress?

Anything else you want to include here?

### **Research Mentor Signature:**

By signing this and clicking "Finish," (at the top of the screen) DocuSign will send this form to the student to complete and sign the student information and then move on to complete the SMART Goals.

### **Student Signature:**

By signing, I understand and agree to the Compact and will now move forward with completing the Smart Goals

## Fall 2022 SMART Goals

(to be completed by UROP student in consultation with research mentor)

By creating SMART goals for your UROP experience, you are intentionally thinking about specific skills or other areas that you would like to develop in order to successfully complete your UROP project and engage in other research opportunities beyond UROP. You will develop two of your own SMART Goals and the third SMART Goal is focused on the communication plan.

We recommend you develop your SMART Goals with your research mentor, as they will need to sign your SMART Goals to officially start your UROP assistantship. You can create goals that are directly related to your UROP Research Assistantship or more broadly related to your development as an undergraduate researcher.

At the beginning of the spring semester, you will be asked to reflect on your progress with these goals and create new goals. So please keep that in mind when creating your SMART Goals.

### Example of one SMART Goal:

Name: Simeon Researcher

Research: Understanding Best Management Practices in Sustainable Farming

SMART Goal 1: (You can center this around the goal of the research project or skills you'd like to develop while you are conducting research)

1. I will create one Qualtrics survey and send it out to farmers by September 30, 2022.
2. I will create a presentation poster with my research findings by May 21<sup>st</sup>, 2023.
3. I will speak with 8 farmers each day and take qualitative data after every interaction, when out in the field.

### Break it Down

I will create one Qualtrics survey and send it out farmers by the end of September 30, 2020.

**NOT:** I will learn more about Qualtrics.

Try to avoid broad goals like "understand" or "learn" as they cannot be as easily measured.

**S -Specific-** What do you specifically hope to accomplish? Use action verbs.

**M -Measurable-** How will you measure your progress? Use definitive numbers and values.

**A -Attainable-** Is this objective realistic and attainable given the available time and resources? Make it challenging but has the likelihood to succeed as well.

**R -Relevant-** How is this objective relevant to your experiential learning opportunity?

**T -Timely-** What is your timeline for meeting this objective? Use specific time markers.

### Your Turn

#### SMART Goal 1

**S -Specific-** What do you specifically hope to accomplish? Use action verbs.

**M -Measurable-** How will you measure your progress? Use definitive numbers and values.

**A -Attainable-** Is this objective realistic and attainable given the available time and resources? Make it challenging but has the likelihood to succeed as well.

**R -Relevant-** How is this objective relevant to your experiential learning opportunity?

**T -Timely-** What is your timeline for meeting this objective? Use specific time markers.

**S.M.A.R.T. Goal 1** (Craft an objective statement based on what the answers to the questions above have revealed):

**SMART Goal 2**

**S -Specific-** What do you specifically hope to accomplish? Use action verbs.

**M -Measurable-** How will you measure your progress? Use definitive numbers and values.

**A -Attainable-** Is this objective realistic and attainable given the available time and resources? Make it challenging but has the likelihood to succeed as well.

**R -Relevant-** How is this objective relevant to your experiential learning opportunity?

**T -Timely-** What is your timeline for meeting this objective? Use specific time markers.

**S.M.A.R.T. Goal 2** (Craft an objective statement based on what the answers to the questions above have revealed):

**SMART Goal 3: Communication expectations goal**

Be sure to check the communication plan outlined in the Compact above to help answer these questions. Please incorporate your answers in this SMART goal keeping in mind the S.M.A.R.T. aspects of the goal.

What is the best method to contact your research mentor?

How often will you contact your research mentor to check-in/update them?

How often will you meet either in-person or via zoom?

When should your research mentor expect a reply when they email you?

What strategies will you use to meet the communication expectations of your research mentors?

If you are having any issues with the research or any other challenge arises, how will you communicate this to your research mentor?

**S.M.A.R.T. Goal 3** (Review what you have written and the communication plan in the Compact, and craft a new objective statement based on what the answers to the questions above have revealed):

**Student Name and Signature:**

Once you complete and sign the SMART Goals and click “Finish,” the SMART Goals will be sent to your research mentor to review and sign marking the beginning of your research assistantship. You will be able to download a copy of this form once signed by your research mentor to submit it through Canvas.

**Research Mentor Signature:**

I have reviewed the Smart Goals and am signing this form to share it with CRE staff and officially begin this UROP Project. *By signing this and clicking “Finish,” (at the top or bottom of the screen) DocuSign will send a copy of this form to you and the student.*

DRAFT