

(This form will be accessed and electronically signed online via the student's KU login.)

This is an Emerging Scholars Program Student Participation Contract for the 2023-2024 academic year (Fall and Spring semesters). The Emerging Scholars Program is administered through the Center for Undergraduate Research at the University of Kansas.

Your participation in this program is contingent and based on you having a standard Federal Work-Study Award of \$2,000 for the 2023-2024 academic year. If your award amount is lowered due to changes in your financial aid package, that may disqualify you from your continued participation in the Emerging Scholars Program.

- **Please read and respond to each statement.**
- **Your research mentor(s) will receive a PDF version of this contract for their reference.**

**NOTE: If there are any statements that you do not agree with:**

- You will need to email [cur@ku.edu](mailto:cur@ku.edu) to request a meeting with Dawn Tallchief, Assistant Director for Student Programs. Your research mentor(s) will be notified so they are aware.
- If you do not contact the CUR and arrange to meet with Dawn Tallchief, your termination of employment will be submitted. Thank you in advance for your timely response.

Sincerely,

Dawn Tallchief, PhD

Assistant Director for Student Programs

KU Center for Undergraduate Research

University of Kansas | [cur@ku.edu](mailto:cur@ku.edu)

First Name

Last Name

I will attend, engage in, and complete all Emerging Scholars activities and meetings. If I am not able to attend a meeting, I am responsible for notifying Dawn Tallchief and/or the Graduate Assistant or other staff member by email ([cur@ku.edu](mailto:cur@ku.edu)) at least 24 hours before the scheduled meeting.

I understand that attendance and participation in all meetings is a requirement as a participant of the program. Therefore, it is my responsibility to make up any missed meeting as soon as possible.

In addition, I will complete all required activities and assignments. The required assignments will be posted on the Emerging Scholars Canvas site. Each month, there will be a required assignment to complete. Each monthly group meeting typically discusses that topic, even though the assignment is not due until the end of the month. There may be instances where the monthly activity topic discussion will take place during your monthly individual meeting with a Peer Mentor or program staff member.

- I agree.
- I do not agree.

I will practice professionalism in my communications and behavior. Professional communications

- are not too long or too short,
- are stated in an appropriate tone,
- are clearly communicated, include actionable item(s)/next step(s),
- and are proofread before they are sent.

- I agree
- I do not agree.

I understand that I am expected to **check my email daily and to reply to all Emerging Scholars emails and/or phone calls within 48 hours (2 days)**, including those from CUR staff members, my peer mentors, and my research mentor(s).

- I agree
- I do not agree

I will be on time for meetings and work shifts. If I am unable to attend a work meeting or work shift, I will communicate in a timely manner to the people my absence will affect.

- I agree
- I do not agree.

I understand that professional work requires me to be focused and often phone-free and that I will attend to my assigned work tasks while I am clocked in.

- I agree
- I do not agree

I understand that I am responsible for clocking in and out of each work shift using the online HR time clock system. I will be honest and accurate when clocking in and out. If there is an error on my time sheet, I will email [cur@ku.edu](mailto:cur@ku.edu) with the date and clock in/out time for each correction. I will send this email in a timely manner so the Emerging Scholars staff can correct it.

- I agree
- I do not agree

I will review my timesheet with my research mentor during my regular check-in meetings at least every two weeks to account for the pay period to make sure it is accurate. I understand this is for professional accountability and it is a consistent mechanism to discuss the work tasks I completed during that time.

- I agree
- I do not agree

I will be an active member of my research team by **working at least 4 hours and no more than 7 hours each week (on average)**. If I cannot work the minimum hours at any time or for any reason, I will notify my research mentor and the Emerging Scholars staff ([cur@ku.edu](mailto:cur@ku.edu)). I will also be responsible for keeping track of my weekly work hours to ensure I am maintaining satisfactory hours each workweek.

I know that I have the option of making up missed work shift hours with permission from my research mentor and if I have enough Federal Work-Study hours to do so.

**NOTE:** If I run out of my Federal Work-Study funding before the end of the Spring 2023 semester, the Center for Undergraduate Research may have to end my employment as an Emerging Scholar at that time.

- I agree
- I do not agree

I will work with my research mentor to coordinate and stick to a work schedule so that I know when and where I will work on my research.

- I agree
- I do not agree

I understand that the CUR staff and my faculty mentor(s) have high expectations for me as a student and as an employee. I will uphold these standards to the best of my ability. **I understand that I may be dismissed from the program and my employment terminated if I consistently fail to:**

- **attend Emerging Scholars programs without notice,**
- **engage in my research obligations,**
- **or communicate or act in a professional manner.**

**\*\*Dismissal/termination disqualifies your eligibility to apply to the 2nd Year Emerging Scholars Program.\*\***

- I agree
- I do not agree

E-SIGNATURE: You are signing this Agreement electronically when you submit this document. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement. You further agree that your signature (your "E-Signature") on this document is as valid as if you signed the document in writing. You are also confirming that you are the student authorized to enter into this Agreement.