

Guidelines for Student Recipients of Barrett Research Assistant Awards

Barrett Research Committee
Biology Department, Mills College
2016

1. The award requires a close working relationship between a student recipient and the faculty supervisor from inception to completion of a project.
2. Upon announcement of the award, student recipients and faculty supervisors should meet to outline, in detail, the minimum expectations required to complete the project. These should include:
 - A. Number of student hours per week on the summer project (assistant position requires a minimum of 250 hrs during the summer).
 - B. Required activities to complete the project (e.g. library research, lab work, field studies, report generation, poster construction, etc.) and what approximate proportion of the total project should be spent on each activity.
 - C. When the activities will most likely be performed during the year, which may include work during the spring semester preceding the summer or the fall semester following the summer.
 - D. Schedule of regular communication between student and faculty supervisor.
 - E. Schedule for completion of the project.
 - F. Schedule for completion of draft and final products.
 - G. Format and quality of the final product.
 - H. Mechanics of the review, revision, and acceptance of the final product.
3. The Barrett Research Assistant award requires a final, tangible product. This will be defined by the recipient and supervisor, but should be restricted to one or more of the following formats:
 - A. Participation in preparation of a manuscript, bearing the names of the student and faculty member.
 - B. Raw data and databases, summarized and analyzed, are acceptable.
 - C. Participation in an oral presentation or poster that is presented by the student. The presentation must be attended by the faculty supervisor.
4. The student agrees to present the product (manuscript, poster, oral presentation) to a final meeting or program called by the Barrett committee.
5. The stipend will be paid in biweekly installments during the summer. A schedule of payments will be provided to the Research Assistant after the return of the signature page.
6. Concerning funds granted in addition to the research award, the student is responsible for keeping all records of expenditures, including original receipts, for travel, supplies, equipment and registration reimbursement. Failure to submit those records and original receipts could delay or prevent reimbursement.
7. The student agrees to participate in programmatic activities including program-wide meetings and social events, practice presentation sessions, and program evaluations. The student agrees to live on campus during the Summer unless circumstances prevent her from doing so.
8. The student agrees to remain connected with the program following graduation, by joining the program's Facebook page and/or sending the program contact information updates and updates on professional achievements.
9. Acceptance of Barrett Research Assistant support of any kind constitutes an agreement by the student to adhere to these guidelines. Non-adherence could mean that part or all of the award money may be withheld indefinitely by the Barrett committee.