



Research Apprentice Student Expectations

- You are encouraged to be in consistent contact with your faculty mentor, via email and/or regular meetings. Read all emails received from your faculty mentor and respond in a timely fashion. Notify your faculty mentor in advance of busy weeks when you will not be able to put in as much time.
- Complete any training as required by your faculty mentor (time spent training should be counted as “work” hours and logged accordingly).
- Attend OURCA’s periodic RAP meetings.
- Complete all work given in a diligent manner, double checking for mistakes especially for tasks involving data entry, participant information, bibliographic work, and IRB documentations.
- Keep an accurate record of time and work completed and enter hours in the online timesheet every week.
- Keep a journal of activities, including reflections on that work, and submit a final report to the OURCA at the conclusion of your Research Apprenticeship.

Regarding Discipline and Terminations

- Faculty members have a right to terminate a student’s employment.
- Faculty members should make every effort to coach the student and offer them the opportunity to improve before termination of employment. However, some situations may warrant immediate termination. In either case please notify the OURCA Director of any situation that arises.
- Faculty members are responsible for bringing their concerns about job performance to the student’s attention.
- Progressive discipline should be used when applicable, including verbal warning, written warning, and finally discharge.
- Terminated students will not be replaced during the current academic term.

If any problem arises (for example, you are not able to get in touch with your faculty mentor), contact the OURCA Director as soon as possible.