

Biological Sciences Capstone Research Mentoring Agreement

This mentoring agreement is required of all students pursuing a capstone research project outside a designated class. The student and mentor should meet and address all points before the research begins.

1. Date:

2. Student's name:

3. UA ID:

4. Research mentor's name: _____

5. Research mentor's academic department:

6. Biology and Wildlife Department faculty evaluator's name (if different):*

7. Check the box to indicate that Biology & Wildlife Department faculty member named above has agreed to evaluate this project

8. The draft title of the capstone project:

9. Estimated date the project will be completed (this includes the final written paper and presentation):

10. Estimated month and year of student's graduation:

11. Is the date the project will be completed at least 1 semester before the estimated date of graduation?

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Yes

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No → If no, the student should strongly consider taking a course to complete their capstone requirements to avoid delaying graduation

12. Student and mentor will meet _____ times per week.

* A student whose mentor is not a member of the Biology and Wildlife Department faculty must have an additional project evaluator from within department for the written portions of the research. A list of faculty may be found on the UAF biology website, <https://www.bw.uaf.edu/about/faculty.php>. Use the list to identify potential evaluators. Both evaluations must meet minimum criteria.

13. The most likely event at which the student will give an oral presentation on the research is:

14. Expectations – Each point should be discussed and initialed by both the instructor and the student.

Expectation	Student's initials	Mentor's initials
The student and mentor will establish a timeline for completion of the work before the work begins, and each will do their best to meet the timeline.		
The student and mentor have discussed the possibility of establishing an individual study course (BIOL 497) in order to provide course credit for the research that will count toward the student's graduation requirements.		
The mentor agrees to help the student find a suitable event and venue for the required oral presentation, and to provide substantive written feedback on the presentation within the evaluation form.		
Student and mentor are aware that a student must score "adequate" or above on all aspects of the project listed on the evaluation form in order to satisfy the capstone requirement.		
The student agrees to provide the mentor with a draft of the final paper and non-technical abstract at least 2 weeks (or an agreed upon amount of time) before the anticipated date of project completion.		
The mentor agrees to provide at least one round of written comments on the paper in a timely way. This assignment is part of the department's written communication objectives. Feedback to the student on science writing is essential.		
Once the project is evaluated as passing, the student and mentor are aware that the following items must be sent to the BIOL 400 Capstone Project instructor before the last weekday of finals week: <ul style="list-style-type: none">• project evaluation form signed by the mentor (or two forms, signed by the mentor and the Biology and Wildlife Dept. evaluator, if the mentor is outside the department)• a clean and final copy of the paper• a clean and final copy of the non-technical summary		
Both student and mentor have read the appropriate information about the capstone project assignments and expectations on the Biology and Wildlife Department website, and have located the appropriate evaluation form.		
Mentor and student will work together to ensure that all required safety and procedure-specific training is completed prior to work and that appropriate lab oversight is available throughout the project.		

Submit this form by sending an electronic copy to the BIOL 400 coordinator at diane.wagner@alaska.edu or an electronic or paper copy to the Biology office manager uaf-bw-dept@alaska.edu, 101C Murie.