CoB Students participating in Undergraduate Research without compensation are eligible to receive course credit for their research assistance. The student’s research is conducted under the guidance of a faculty member. Students are eligible to receive 1-12 credits, on a pass/fail basis, as recognition of their unpaid research experiences. This credit fulfills free elective credit for the BSM and BSBA degrees. Student must be in good standing. Multiple registrations for this course allowed. The Institute limits total allowed pass/fail hours to 9, with restrictions. Please see the GT Catalog for pass/fail limitations.

Directions:

1. With the sponsoring faculty member, complete all sections of this form.

2. Submit this form and any attachments to the Undergraduate Programs Office, CoB room 322, no later than one week prior to Phase 2 registration. If course is approved, an online permit will be issued to the student, allowing registration via OSCAR. It is the student’s responsibility to enroll in the correct number of credits via OSCAR. The default for the course is one credit.

3. The sponsoring professor must submit to the Undergraduate Programs Office a signed copy of the student’s final product, including the student’s final grade, prior to the end of final exam week.

4. The student must submit to the Undergraduate Programs Office the “Reflective Undergraduate Research Report” prior to the end of exam week. See guidelines for this report on page 3.

Student Information and GPA Eligibility Statement:

Student name: ________________________________
Student GT ID number: ________________________________
Student GT email address: ________________________________
Student phone number: ________________________________
Current overall GPA: ________________________________
Semester/Year to be taken: ________________________________
Course Number Requested: ________________________________
Credit Hours to be received (3 max.): (Please check one)
□ 1 credit = 45 hours of research during the semester
□ 2 credits = 90 hours of research during the semester
□ 3 credits = 135 or more hours of research during the semester
Level (circle one): Freshman Sophomore Junior Senior

Department Use: Approved: YES NO Staff Initials: ________________
Approved Course Number & Section: ________________________ CRN: ________________________
Description of Research:

Please include below or attach a detailed description of your research and approach.

____________________________________________________________________________

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Sponsoring Professor: Your signature indicates that you will oversee the student’s completion of work for the undergraduate research credit.

Faculty Name – Please Print __________________________ Signature __________________________ Date ______________

APPROVED:

Administrative Director, CoB Undergraduate Programs – Signature __________________________ Date ____________

Faculty Director, CoB Undergraduate Programs – Signature __________________________ Date ____________
Guidelines for Reflective Undergraduate Research Report

The purpose of this report is to have the student reflect on his/her research experience and relate it to the student’s major area of academic study. The following guiding questions should be used in preparing this report. The student’s report should be at least 5 pages, double-spaced. The student must submit the “Reflective Undergraduate Research Report” to the Undergraduate Programs Office prior to the end of final exam week.

1. What was the most important experience you had during your research activity? Why was it important to you?
2. How has the research activity affected your interest in pursuing more training in research methods in your major area of academic study?
3. How has the research activity influenced your impression of your career choice?
4. How has the research activity influenced your choice of courses to take?
5. Describe how the research activity clarified, tested, or enhanced each of the following skill areas.
   a. Communication Skills (written, oral, and presentation)
   b. Computer and Information Retrieval Skills
   c. Business Specialization Skills (such as marketing, accounting, etc.)
   d. Teamwork and Leadership Skills
6. What new things did you learn during this research activity?
7. Relate this research activity to one or more topics covered in a course you have taken.