**Undergraduate Research Contract for [name of student]**

[type of project: Honors Thesis / CLAS/Emerging/University Scholars Research Project]

Fall 20XX – Spring 20XX

# Project

[Title of project]

# Base Project Abstract

[300-500 word abstract of project]

# Primary Texts

* *Title of Text 1*
* *Title of Text 2*
* *Etc..*

# Project Deliverables

* A minimum [10-page research paper] (aim for “final” draft by Spring Break)
  + *For our purposes, we may want to think about producing a 15-page paper to use as a graduate school writing sample*
* A poster presentation for the Undergraduate Research Symposium (first week of April 20XX)

# Funds

* $XXXX stipend ($ in fall semester / $ in spring semester) to [student]
* $X available to attend conference and/or travel to support their project
  + Faculty Mentor must provide written approval for Scholar to attend conference/travel
* $X to faculty mentor be spent in support of Scholar’s research

# Questionnaire about Reading / Research / Writing Habits

*Please answer the following questions according to how you really accomplish your work. This will be helpful so that we can think about how to schedule and organize the year in a way that will work* ***best*** *for you.*

1. How and when do you make time to read?
2. How long does it take you to read a novel of 300 pages?
3. A novel of 300 pages while taking notes?
4. How long does it take you to read an academic article so that you understand it well?
5. How do you take notes to write a paper? Does this system work well for you?
6. How do you write papers? Do you outline or do you just begin writing?
7. Do you feel like you write quickly?
8. Do you complete multiple drafts before final submission?

# Meeting Schedule

* Fall 2019 Schedule 🡪 Tuesdays at 4pm, every other week
* **We agree to meet in person every [2/3/4 weeks].** 
  + When we conduct in-person meetings we will focus on…
    - Reviewing drafts
      * I would suggest submitting a “draft” to me by Sunday at noon
    - Reviewing progress
      * I would suggest that you bring up 1 question, 1 concern, or 1 update
    - Discussing professionalization (if we are pursuing graduate school, whether MFA or **MA/PhD in Lit**)
      * I would suggest we take 10-15 minutes every meeting to discuss 1 topic – you can bring it up or I can, maybe an article that you find online or that I find and we can talk through the idea
* **We agree to digitally check-in (over the summer and winter) at least [1x per month].**
  + When we digitally check-in we will share
    - Questions or Concerns
    - What you’re working on right now – brief/informal

# Research Goals

* Learn how to use a research and citation management tool (Zotero)
  + <https://www.zotero.org/>
* Reread the texts and take notes
* Produce close-readings
* Collect biographical readings on authors
* Collect historical readings about subjects of interest
* Collect research on current literary criticism on genres (all you can find)
* Collect research on current literary criticism on these texts (all you can find)
* Find other primary resources from archival research at Cambridge
* Read through collected research
* Take notes on collected research that is useful to project

# Suggested Timeline

**Spring 2020**

April

* Learn how to use a research and citation management system like Zotero

**Summer 2019**

May – 1x end of month (reread – taking notes)

June – 1x end of month (reread – taking notes)

July – 1x end of month (collecting resources, as many as possible, as current as possible)

August – 1x of month (collecting resources, as many as possible, as current as possible)

**Fall 2019**

September – Produce some short close-reading type papers using the primary texts

October – determine which secondary resources are most helpful

November – take notes on secondary resources and submit annotation-ish notes

**Winter Break 2020**

December – draft an introduction

**Spring 2020**

January – revise introduction

February – write ## pages

March – write ## pages and revise

April – make presentation