

CONTRACT

PREAMBLE

This contract is entered with the intent and purpose of promoting a harmonious and cooperative relationship between both parties.

PARTIES

Summer Undergraduate Research Experience (SURE) Program

Michael Norton, Director

Chemistry Department

Marshall University

1 John Marshall Drive

Huntington, WV 25755

AND

Student's Name

Street Address

City, State, Zip

(Hereinafter referred to as the Recipient)

TERMS AND CONDITIONS

a) Dates

This is a 10 week summer program.

Commencement Date: **May 13th, 2024**

End Date: **July 26th, 2024**

b) Job Title: Undergraduate Scientific Researcher.

The Recipient will engage in substantive research in conjunction with the requirements of the Faculty Mentors. Upon completion of the 10 week program, the Recipient will be required to submit a research paper, make a public presentation (oral and/or poster).

c) Other Employment

Due to the intended immersive nature of the SURE Program, it is prohibited for the Recipient to seek and gain any other form of employment or to take any courses except research courses, while under this contract.

If other employment is gained or other interferences with the regular work schedule occur, the Recipient should resign their position, terminating their fellowship. Such interferences will be

cause to automatically terminate employment in the SURE program. The Recipient will report to _____ (enter your **Faculty Mentor Name here**).

d) Attendance

- The Program requires the *full* commitment of the Recipient. Attendance is expected five days a week for 38 hours per week for at least 10 out of the 11 weeks or as set by your mentor.
- Attendance at meetings is mandatory. The Recipient will provide a short written summary/report of their weekly research as well as make oral presentations from time to time as scheduled by the Program Coordinator. Without prejudice to the foregoing, any Recipient wishing to be excused from making a scheduled presentation should seek prior written permission from their Faculty Mentor and the Program Coordinator.
- Recipient shall participate in supplemental activities organized by the SURE Program (e.g. workshops, conferences, outings) to enhance the SURE Program experience and as preparation for graduate school.

e) Evaluation

The Recipient's progress shall be evaluated weekly by the Faculty Mentor to ensure continued progress.

As earlier stated, the Recipient shall submit a written weekly report indicating the progress in their research.

f) Payment

The employee is eligible to receive \$4,800.00 as a stipend for the 10 week program. You may consult Chris Schlenker about the tax and other implications of this stipend. As detailed below, payment is contingent on satisfactory evaluation of the Recipient's attendance and commitment to the program.

g) Intellectual Property:

This is a reminder that the Recipient, because they are being supported thru Marshall, are prohibited from patenting, publishing, selling or disclosing any information concerning the research they perform in the program without prior written authorization of their Faculty Mentor, who should be aware of MU Intellectual Property policies. When publishing, the SURE Program should be acknowledged for financial support.

h) Use of Name:

The Recipient's name and project summary and incidental photographs may be used for advertising, promotions and reports pertaining to the SURE program.

TERMINATION

The SURE Program Coordinator reserves the right to terminate any Recipient for the following reasons

- **Academic Dishonesty**

Plagiarism shall not be tolerated and the Recipient is hereby prohibited from recording, presenting, publishing or in any way passing off or attempting to pass off any works, publications or material that are not their original work.

- **Absenteeism**

Any student who fails to attend the Program for 3 consecutive days without prior or subsequent notification as detailed hereunder shall be presumed to have abandoned the Program and shall not be eligible to continue with their research.

Any student wishing to be excused from attending the labs or any weekly meeting shall be required to seek written permission from their Faculty Mentor and Program Coordinator detailing the reason for their absence and how they intend to make up for the time they are away.

If failure to attend the labs is due to an emergency, the Recipient should notify their Faculty Mentor and Program Coordinator within 48 hours. The Recipient shall be excused if the Coordinator and their Mentor deem the excuse fit.

- **Negligence**

The Recipient shall adhere to high standards of safety in the labs and any recklessness or negligence resulting in any injury or damage of property may result in termination of the Recipient's employment.

- **Gross misconduct**

Any disrespect, physical or verbal abuse to any faculty member, employees or Recipients shall not be tolerated. Any form of harassment is discouraged, and shall result in termination.

Provided that prior to any termination, the Coordinator shall conduct a thorough investigation and issue an email warning to the Recipient. Should the Recipient fail, ignore or refuse to follow the recommendation, then the Coordinator shall terminate their fellowship without further notice.

Upon termination, the Recipient shall be entitled only to an allowance for the time worked which shall be calculated on a pro-rata basis.

EXECUTION

I having read and fully understood the contents of this contract and having agreed to be bound by its terms and conditions, hereby append my signature in execution of the same this _____ day of _____ 2024.

(Recipient)

(Program Co-Coordinator)