

# Guidelines on How to Structure the Initial Meeting with Undergraduate Researchers

## Lewis-Clark State College

1. Prepare an Undergraduate Research Contract.
2. Schedule a longer meeting of at least 30-45 minutes.
3. Assign 1-2 key articles or books for the students to read before the meeting. This will establish background knowledge and will reveal level of student interest.
4. Use the Undergraduate Research Contract to formally establish clear expectations about work schedules, responsibilities, communication, compensation (credits or monetary), record-keeping, and assessment/review processes.
5. Explicitly **write down** a list of the student's most immediate responsibilities (employment verification, credit registration, reading assignments, first work schedule, etc.).
6. Give a **written list** of the first two weeks' responsibilities to the student
7. Establish and **write down** a specific time for the next meeting.
8. Introduce the concept of resilience and begin to establish an expectation in the student that there will be inevitable setbacks and roadblocks in the research process.
9. Briefly discuss a goal of advancing professional development such as networking, letters of recommendation, poster presentation, professional talk, internship, and/or publication. In addition, briefly discuss issues of intellectual property.
10. Ask the student to reflect on the meeting by writing a list of "Three Things I Hope to Gain from the Research Experience".