

Department of Communication  
Undergraduate Research Contract  
COMM468

Revised: May 2016

**The following information should be noted relative to COMM468 registration:**

1. Research is to be **completed within one semester**. Grades of I (Incomplete) are awarded only in cases of emergency, where conditions beyond the control of the student prevent completion of the work on time.
  2. Regular conferences, beginning with the first week of a term, are expected to be held between the student and his/her faculty sponsor.
  3. Approved research may not be changed without written approval of the faculty sponsor and the chairperson.
  4. The materials by which the research will be evaluated must be submitted to the faculty sponsor **prior to the beginning of the final examination period**. These materials, and another copy provided by the student, will remain in the departmental file.
  5. At the option of the faculty sponsor, a written final examination may be requested in addition to the evaluation materials covering the research.
  6. **Three credit hours** for COMM468 UNDERGRAD RESEARCH is a **maximum** in any semester.
  7. A maximum of six credit hours may be counted toward the major.
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STUDENT NAME (**Print** clearly): \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

Semester taken: \_\_\_\_\_ Number of credits (between 1 - 3): \_\_\_\_\_

Major/s: \_\_\_\_\_ Classification: \_\_\_\_\_ (JR, SR)

EMAIL (**Print** clearly): \_\_\_\_\_ Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CREATE A PROPOSAL:**

1. Follow a double-spaced *typewritten* format.
2. Title your research: (This should be placed at the beginning of your proposal.)
3. Statement of proposed research: (This section is to be between two and three pages and should provide the reader with the specifics of your proposed research, including the materials and method by which the research will be evaluated by the sponsoring faculty member.)
4. Requirements to complete proposed course: (You should meet with your faculty sponsor and outline the specific requirements of the course. The requirements are to be summarized within one page.)

**APPROVAL (Department Chair):** \_\_\_\_\_ Date: \_\_\_\_\_

Registered by: \_\_\_\_\_ Date Registered: \_\_\_\_\_

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Communication JR and SR majors with an overall GPA of 2.75 and a COMM major GPA of 3.0 are eligible to earn credit for undergraduate research in Communication. Non-major registration in COMM468 will be considered on a case-by-case basis.

Students interested in conducting or participating in research must first secure a faculty sponsor. The proposed research must be discussed with the faculty sponsor in some detail prior to submitting the undergraduate research contract. [The decision to assume the role of sponsor of undergraduate research is voluntary and ***completely at the discretion of the faculty member.***]

Students and their faculty sponsor should prepare a proposal ***showing the plan for their intended research***, giving purpose, research and/or research support responsibilities, and the value of the research to the student. The specific criteria the faculty will use to evaluate the student's performance must be included. The faculty and student should attach their proposal to a completed COMM468 Undergrad Research in Communication contract.

Completed contracts and proposals should be delivered to the Department of Communication's main office at 250 Pearson Hall for review by the Chairperson. Students will be registered in COMM468 by department staff if their proposal is approved.

Department of Communication  
250 Pearson Hall  
302-831-8041  
[www.udel.edu/communication](http://www.udel.edu/communication)

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