

## Memorandum of (Summer) Research Expectations

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- **Scientific writing training**

- (a) tutorial
- (b) workshop/class/seminar

- **Design a research contract**

- (a) Goals:
  - (i) What are our team goals for this project?
  - (ii) What do we want to accomplish?
  - (iii) What skills do we want to develop or refine?
- (b) Expectations:
  - (i) Attendance at meetings,
  - (ii) Participation,
  - (iii) Frequency of communication (updated daily/weekly log of work accomplished, daily/weekly plan for future, etc.),
  - (iv) Timeline of deliverables (mid-term and final reports/presentations, etc.),
  - (v) Quality of work, etc.
- (c) Policies and procedures: what rules can we agree on to help us meet our goals and expectations?
- (d) Consequences: how will we address non-performance in regard to these goals, expectations, policies and procedures? This can include rules on authorship for potential publication.

- **Produce peer evaluation:**

Discuss your teammates performance.

- **Produce self evaluation form:**

- (a) Discuss your performance.
- (b) What could you have done differently?
- (c) Share thoughts on how the research structure could have improved your experience.

- **Lists of useful documents:**

- (a) Team roles and instructions,
- (b) Research Log Template,
- (c) Sample peer/self-evaluation form,
- (d) Article reading assignments.