



Tips and Suggestions for Faculty Mentors of Research Option Students

1st and/or 2nd semester of research

- Encourage/require students to take UIROP workshops on databases, literature searches, etc.
- Have students submit an online intent form at:
<http://undergradresearch.gatech.edu/studentinterestedinresearchoption.php>
- Have students complete a literature review on their research topic
- Students should complete the 1-hour LCC 4701 Undergraduate Research Proposal Writing Course in which a formal proposal for the research project for their thesis is developed:
 - for requirements, visit: <http://undergradresearch.gatech.edu/documents/RO-proposal-content-6-19-09.pdf>
 - Proposal should cover at least 2 semesters (6 hours) of research – i.e., the project for the thesis
 - Proposal should include specific goals and objectives with a general timeline
- Have project approved by school granting option
 - Procedures for this approval vary by school and should be confirmed with the undergraduate coordinator
 - Most schools require that students submit their proposal to the Undergraduate Coordinator within the school, or to an appointed point of contact
 - In all cases, approvals must be made by a faculty member
- Find 2nd reader for thesis and involve them early in the project's development, as appropriate (this aids greatly in the 2nd reader's knowledge of the project at the end of the experience when they are asked to approve the thesis)

Next to Last Semester of Research

- Students must obtain a permit for registration in LCC 4702 (Undergraduate Research Thesis Writing) course
 - Must be requested during Phase I registration in order to guarantee class space following term
 - Prerequisites for the course include completion of LCC 4701 and at least 6 hours of research.
 - Submit emails from undergraduate coordinator and faculty mentor certifying that the school has approved your proposal and that student is ready to take the course
 - *NOTE:* before registration, the faculty mentor should make sure that the project has sufficiently reached a stage of

completion (i.e., data gathered, surveys completed, documents analyzed, etc.) in order to complete a 1st draft of the thesis by mid-term during the LCC4702 course

– Requests should be sent to UROP office (urop@gatech.edu), not LCC or RO school

- Select second reader of thesis if not already in place

Last Semester of Research

- Faculty should be in regular contact with student on project/thesis completion
- 2nd reader should ideally be involved early in semester (ideally he/she reads the 1st draft) and not invited to participate too late in the process for sufficient input
- Complete LCC4702 (Undergraduate Research Thesis Writing) Course
- For students graduating this same term, the following must be completed by the last day of finals:
 - Submit completed certification forms to UROP office (forms may be obtained from undergraduate coordinator within the school – many can be found online by visiting http://undergradresearch.gatech.edu/research_option/UOPRT-participating-schools.php)
 - Upload FINAL thesis to <http://rothesis.gatech.edu/> for archiving on SMARTech at GT Library
- Encourage student to present work in department or at UROP spring symposium (*not required, but strongly suggested*)
- Encourage student to submit work to journal or professional conference (*not required, but strongly suggested*)

NOTE: This timeline provides general guidance. Students should follow specific advice of undergraduate coordinators and advisors within the school issuing the Research Option. Several departments have school-specific requirements and deadlines not reflected here.

Departmental Points of Contact

Individuals within the departments who can answer discipline-specific questions with respects to the Research Option can be found

at: http://undergradresearch.gatech.edu/research_option/UOPRT-participating-schools.php

For additional information, please contact the UROP office at urop@gatech.edu