

LEARNING CONTRACTS ON

OUR*Connect*

PURDUE'S UNDERGRADUATE RESEARCH PORTAL

A HOW-TO GUIDE

Last Updated: December 2023

OURConnect Undergraduate Learning Contract Template

The Learning Contract is an agreement with you and your researcher to be revisited every semester to insure optimal research outcomes.

1. When you login in to OURConnect, next to the Account Tab, select the drop down 'My Learning Contracts':

The screenshot shows the top navigation bar of the OURConnect website. On the left is the Purdue University logo. In the center is the text 'Office of Undergraduate Research'. On the right is the 'OURConnect' logo. Below the logo is a navigation bar with links: ADMIN, DATA, ACCOUNT (highlighted with a dropdown arrow), and LOGOUT. The dropdown menu for 'ACCOUNT' is open, showing three options: 'My Profile', 'My Projects', and 'My Learning Contracts' (which is highlighted). Below the navigation bar, there is a paragraph of text: 'The research and mentoring application system, is designed to connect undergraduates with research mentors who can help them explore their interests and determine if they are a good fit for the program. Students can apply into and individual research opportunities with research mentors. Students should review the program qualifications, if applicable, before applying. Some research programs have eligibility requirements, including a minimum GPA and a minimum number of credits completed. Students should also review the mentor's background before submitting your application. Applicants are eligible to apply to multiple research opportunities, but may only be accepted to one.' Below this paragraph is another paragraph: 'Students should review the program qualifications, if applicable, before applying. Some research programs have eligibility requirements, including a minimum GPA and a minimum number of credits completed. Students should also review the mentor's background before submitting your application. Applicants are eligible to apply to multiple research opportunities, but may only be accepted to one.'

2. Choose the specific Learning Contract you are interested in completing or updating and select it:

My Learning Contracts			
Term	Program	Project	Applicant
Academic Year 2022	Liberal Arts	Angle test	Holly L. Tittle-Hudson
Academic Year 2022	Liberal Arts	Angle test	Angela S. Welshimer
Academic Year 2023	Liberal Arts	TEST	Angela S. Welshimer
Spring 2022	Individual	Test Project for II	Angela S. Welshimer
Spring 2024	FTR	TEST	Andres Catalino Castillo Jimenez
Academic Year 2021	Dammon Dean	The Menominee River Documentary Project	Angela S. Welshimer

Showing 1 to 6 of 6 entries

3. You will now see four tabs: Project Detail, Application Detail, Agreement, and History:

The screenshot shows the 'Project Detail' tab selected in the 'My Learning Contracts' section. The tab is highlighted in blue. Below the tabs are four sections: 'Project', 'Program', 'Term', and 'History'. The 'Project' section shows 'Test Project for JJ'. The 'Program' section shows 'Individual Research & Mentoring Opportunities'. The 'Term' section shows 'Spring 2022'. The 'History' section is empty. Below these sections is a table with the following data:

Academic Year 2021	Dammon Dean	The Menominee River Documentary Project
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Showing 1 to 6 of 6 entries

4. Project Detail will autofill based on the project information submitted:

Showing 1 to 6 of 6 entries

Project Detail	Application Detail	Agreement	History
Project	TEST		
Program	Engineering First Time Researcher (FTR) Fellowship		
Term	Spring 2024		
Research Area	TEST		
Description	Description Test		
Supervisor	<u>Kay C Kobak</u>		
Mentor	<u>Angela S Welshimer</u>		
Co-PI			

5. Application Detail will autofill based on application information submitted:

Project Detail	Application Detail	Agreement	History
Applicant	<u>Andres Catalino Castillo Jimenez</u>		
Campus Address	Test Address, N/A/, Test City IN 47906		
Campus Phone	123-456-7890		
Permanent Address	Test Address, N/A, Test City N/A 47906		
Permanent Phone	123-456-7890		

6. **Agreement: This is a written agreement/guideline between you and your mentor to set clear expectations and outcomes and to discuss specific behaviors and habits for optimal success;**

Showing 1 to 6 of 6 entries

Project Detail	Application Detail	Agreement	History
3223			
Objectives	What new ideas, concepts, devices, technologies, analyses, data sets, designs, performances, verse, arguments, etc. might arise from this work? What student outcomes from participating in this project?		
Approach	Explain the approach and methodology that this project will use to answer the questions posed in the project background. Address the individual contribution you expect to make toward this research or creative project, and how your qualifications equip you for this role.		
Dissemination	Where and when will you disseminate results (e.g., Purdue semester conferences, regional meetings, etc)? Consider limitations with sharing.		

- **Objectives** – What new ideas, concepts, devices, technologies, analyses, data sets, designs, performances, verse, arguments, etc. might arise from this work? What are the specific student outcomes from participating in this project?
- **Approach** – Explain the approach and methodology that this project will use to answer the questions posed in the project background. Address the individual contribution you expect to make toward this research or creative projects, and how your qualifications equip you for this role.
- **Dissemination** – Where and when will you disseminate results (Purdue semester conferences, regional meetings, etc.)? Consider limitations with sharing.
- **Recording/Reporting** – How will you track your effort and research (notebook, journal, blog)?
- **Training** – What onboarding steps (such as certifications) will the student need to complete and who provides these experiences; what additional training is needed/provided.
- **Expectations** – What other expectations were communicated? Consider meeting participation, work hours/days, training, additional readings, authorship rights, etc.
- **Compensation** – Identify at least one of the following compensation methods. Please include amount and time frame
 - Academic Credit (e.g., 3 credits of ABC10100) and/or
 - Wage (e.g., \$15 per hour, 10 hours per week for 15 weeks)
 - Stipend/Scholarship (e.g., \$2,000 for Fall 2023, 10 hours per week or “e.g” for the OUR Scholarship Program, you can enter \$500 per Fall/Spring 20XX)
- **Click the ‘Approve as Applicant’ tab if completed and the Learning Contract will now be available for review with your mentor (If you are unable to complete it in at one time, you can hit the ‘Submit’ tab to save your progress)**

OUR*Connect*

PURDUE'S UNDERGRADUATE RESEARCH PORTAL

RECRUITMENT

POST & MANAGE project administration

SEARCH & APPLY TO research positions

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TRACK & RECORD projects over time

COMPLETE undergrad research learning contracts

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