

## Undergraduate Research Experience Task Sheet – Spring 2019

Name		
Classification	Major	Minor
Cell Phone	Email	
Complete each of the tasks checked on this list. Have one of the mentors, tutors, or staff to enter their initials when the task has been completed. This sheet must be completed on or before April 16, 2019 to ensure continuation of your scholarship. It is anticipated that you will spend 20 hours each week in the research laboratory to complete all tasks. Sign in Room 111, Lane Hall or Room 232, Dixon Hall.		
1.	Complete two internship applications. Submit copies of each application to Steffi Walthall. A copy of the applications should be in your folder.	
2.	Attend ERN, ADMI or Research Week. Submit a 2	e-page report.
3.	Turn in one statement of purpose for graduate school seniors). Revisions will be required.	ol (seniors) or professional statement (non-

- 4. Complete 20 hr/week with your mentor or in the research labs. Sign in sheets are in Room 111 Lane Hall or Room 232 Dixon Hall.
- \_\_\_\_\_5. Print out your mid-term grades and turn them in to Dr. Hayden by March 20th.
- \_\_\_\_\_6. View and review (report) one webinar (https://sciencegateways.org/engage/webinar-archive)
- \_\_\_\_\_7. Juniors and seniors must take the GRE and report scores to Dr. Hayden.
- 8. Attend one IEEE Chapter or Student Chapter Event
- 9. Submit your top three contributions to the team research project
  - 10. Complete a total of 20 points per semester in department/lab projects. List them. Staff will enter a 2-5 below as the tasks are completed.
    - \_\_\_\_\_Tutor for 2 hours \_\_\_\_\_Make Copies \_\_\_\_\_Typing
    - \_\_\_\_\_Filing \_\_\_\_\_Change Printer/Copier Toner \_\_\_\_\_ Install Software
    - \_\_\_\_Other (specify)\_\_\_\_\_
- \_\_\_\_\_11. Post links to your teams extended abstract with references on your professional page
- \_\_\_\_\_12. Assist with GLOBE training. Date: TBA
  - \_\_\_\_\_13. Other Task (specify) \_\_\_\_\_\_