

## **Independent Study Agreement Form Biochemistry Department**

To register for 299 or 699 independent study, Biochemistry undergraduate students must meet with their major research professor and primary mentor (if someone other than professor) prior to, or at the beginning of each term to establish or revise an independent study agreement that defines common goals and expectations for their research project.

**Before you complete the form on pages 2 and 3**, we suggest the student and their mentor discuss the topics listed below.

1. Why do you (student) want to do research?  
Why do you (mentor) want to supervise an undergraduate researcher?
2. Student and graduate student or postdoc mentor: What are your career goals? How can this research experience and the mentor-mentee relationship help each of you achieve them?
3. How many hours per week and at what times/days do student and mentor expect to work on the research project?
4. What level of independence is expected of the student once basic techniques are learned?
5. Are there others in addition to the mentor to whom the student can direct questions about lab operations, techniques, or science in general?

**Independent Study Agreement Form  
Biochemistry Department**

**Student Information:**

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Major(s): \_\_\_\_\_

Email: \_\_\_\_\_

**Independent Study Major Professor and Mentor Information:**

Name of Major Professor and Section Number:

Name of Mentor: \_\_\_\_\_

Independent Study Course Number (299 or 699):

299 = Freshmen and sophomores

699 = Juniors and seniors

Student is authorized to enroll in: Semester: \_\_\_\_\_ Year: \_\_\_\_\_ # Credits (1-4)\*: \_\_\_\_\_

\*3-5 hrs of work/week over a 15 week semester is considered equivalent to 1 credit. Additional guidelines and information of campus polices regarding independent study can be found at: <https://kb.wisc.edu/vesta/page.php?id=36263>

**Contact Information:**

If mentee becomes ill and cannot work they should contact:

Primary Person: \_\_\_\_\_ email/SMS/Phone: \_\_\_\_\_

Secondary Person: \_\_\_\_\_ email/SMS/Phone: \_\_\_\_\_

In case of an accident or sudden illness while working in the lab the emergency contact information for the student is:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact information: \_\_\_\_\_

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1. The mentee will work at least \_\_\_\_\_ hours per week on the project during the academic year, and \_\_\_\_\_ hours per week in the summer.
  
2. If the mentee must deviate from this schedule (e.g. to study for an upcoming exam), then s/he will communicate this to the mentor at least \_\_\_\_\_ (weeks / days / hours) before the change occurs.
  
3. Briefly describe the project/research the mentee will be participating in this semester:
  
  
  
  
  
  
  
  
  
  
4. Briefly describe a major learning opportunity that will be provided by this semester's/term's independent study experience, which will advance the mentee's personal and/or career goals (e.g., poster presentation, lab or large group oral presentation of work, specific lab techniques/skills learned):

Mentee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Professor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Student and Mentor/Professor should keep one copy of the completed form for their records
  
- **RETURN ONE SIGNED COPY OF PAGES 2 AND 3 TO:  
biochemmicrobio-advisor@wisc.edu**  
The Biochemistry advisor will e-mail you once a copy is received and you are granted permission to enroll in independent study. You will still need to enroll in Biochemistry 299/699 via your Student Center to complete your enrollment.