## Summer Research Project Form 1 – URA/ISURA/USRA Project Proposal

URA/USRA/ISURA proposals should be submitted through departmental/unit/school competition processes. Once approved within the department, please post your job to the On Campus Jobs and Opportunities section of [Experience Guelph](http://www.experienceguelph.ca) and e-mail this form in **WORD** format to Student Financial Services (awards@uoguelph.ca) **and** the Experiential Learning Hub (experience@uoguelph.ca).

To avoid delays, please ensure the content of this Form 1 matches the job posting in Experience Guelph.

### Job Information

Title of Research Project: **Click or tap here to enter text.**

Proposed Start Date: **Click or tap here to enter text.**

Name and Title of Supervisor: **Click or tap here to enter text.**

Department: **Click or tap here to enter text.**

Type of position: [ ]  **URA** [ ]  **ISURA** [ ]  **USRA** [ ]  **USRA+ (Indigenous and Black students)**

Brief Outline of Research Project:

**Click or tap here to enter text.**

Job description (task/responsibilities, relevant scheduling details, and required and/or preferred qualifications):

**Click or tap here to enter text.**

**Anticipated Student Learning**
Use the space below to identify two (2) to five (5) specific things you feel a student will learn during this position.

**Click or tap here to enter text.**

Which 2-5 [knowledge, skills or attitudes](https://www.uoguelph.ca/experientiallearning/faculty-staff/common-employability-outcomes) align best with the Anticipated Student Learning outlined above?

1. **Choose an item.**
2. **Choose an item.**
3. **Choose an item.**
4. **Choose an item.**
5. **Choose an item.**

**Supervision, Reflection and Feedback**
Use the space below to provide a brief overview of the following:

* Pre-service and ongoing training provided to the student.
* Frequency and nature of any guidance, mentorship and/or coaching provided throughout the experience (i.e., individual meetings, team meetings etc.)
* How, when and with whom the student has an opportunity to reflect on their experience and development.
* How, when and with whom the student has an opportunity to receive informal and formal feedback on their performance and development.

[Learn more about integrating reflection and feedback into student employment](http://www.uoguelph.ca/experientiallearning/faculty-staff/resources/reflection-and-feedback-student-employees).

**Click or tap here to enter text.**

Hiring Contact (if applicable)

*If the supervisor and hiring contact are the same person, leave this section blank. The hiring contact is the person managing the application process and the person whose account the job is posted to in* [*experienceguelph.ca*](http://www.experienceguelph.ca)*. This is also the person that will receive reminder e-mails about hiring processes.*

Printed Name and Title of Hiring Contact: **Click or tap here to enter text.**

Hiring Contact E-mail: **Click or tap here to enter text.** Hiring Contact Phone: **Click or tap here to enter text.**

Acknowledgements

*By digitally signing this form, I acknowledge I have reviewed all program guidelines and timelines, that the information provided in this form is accurate and that I am responsible for posting the job to Experience Guelph using the instructions below.*

Signature of Supervisor: **Click or tap here to enter text.**

Signature of Head of Department/Unit/School: **Click or tap here to enter text.**

Printed Name of Head of Department/Unit/School: **Click or tap here to enter text.**

Date: **Click or tap here to enter text.**

### Posting a Job to Experience Guelph

Each job posting can be connected to only one e-mail account in Experience Guelph. Before posting, determine who you wish to be the hiring contact responsible for logging into Experience Guelph, posting the job, accessing applications, and making offers through the system. In most cases, this will the job supervisor, however some departments/units/schools may elect to designate an administrative staff person or use institutional account (e.g., info@uoguelph.ca).

#### Logging In

* If you already have an Experience Guelph account, log into the Employer and Community Partner section of [Experience Guelph](http://www.experienceguelph.ca).
	+ Note: Experience Guelph is not on single sign-on for faculty and staff. Your username will be your full uoguelph.ca e-mail address and the password you set up when you signed up.
* If you do not have an account, sign up for one in the Employer and Community Partner section of [Experience Guelph](http://www.experienceguelph.ca). Please note it can take up to 24 hours to process new account requests.

#### Posting a Job

* Once logged in, select “On Campus Jobs and Opportunities” from the left menu.
* Select “Post a Job”.
* Complete the online form using the information in the Form 1 - Project Proposal.
* Click “Submit for Approval” at the bottom of the page. You will receive an e-mail when the posting has been approved.

Departments/units/schools that wish to advertise a posting as both a URA and USRA should create two separate job postings.

#### Notes about Job Posting Fields

* **Company Info:** If you are an administrator posting on behalf of someone else, you can edit this information to reflect the actual supervisor. However, the job posting will still be attached to your Experience Guelph account.
* **Position Type:** Choose URA, ISURA, USRA or USRA+ (Indigenous and Black students) as appropriate.
* **Salary:** This field does not currently accept salary ranges. If you would like to post a range, please do so in the job description.
* **Application Delivery:** Choose from one of three options on how to receive your applications.
	+ **Receive one e-mail after the deadline with all applications attached.**The applications will be sent as a single PDF after the deadline has passed to the e-mail address listed in the “Company Info” section at the beginning of the posting.
	+ **E-mail each application as they come in.**With this option you can specify one or more e-mail addresses to receive applications as they are submitted. This is a great option if more than one person would like to receive applications.
	+ **None.** No e-mails will be sent. It is up to you to log in and view applications.