

# Guidelines for Undergraduate Researchers

Tippie College of Business

## Learning Objectives for Undergraduate Researchers

- Articulate a clear objective and/or research question for the project.
- Know applicable concepts and theories and the existing body of research relevant to their topic and explain how their project fits.
- Identify and demonstrate appropriate use of research methodologies and tools and know when to use them, including practice of scholarly ethics and responsible conduct.
- Know and apply problem-solving skills to constructively address research setbacks.
- Work collaboratively with other researchers, using listening and communication skills.
- Work autonomously in an effective manner, setting and meeting deadlines.
- Reflect on their own research, identifying lessons learned, strengths, and the relevance of the research to their coursework and professional interests and goals.
- Explain their research to others in the field and to broader audiences both formally and informally.

## Effective Practices for Undergraduate Researchers

- Approach research as a learning experience, setting a goal of not only learning content, but also developing skills you can apply in the future. Take ownership of learning those skills.
- Communicate with your mentor about your expectations. Listen to their own expectations and goals for you (including work habits and time commitment), and formalize your working relationship through a research agreement. Meet those expectations.
- Communicate regularly with your mentor; ask questions, discuss research progress, seek out constructive feedback. Consider weekly meetings and monthly reports, and always focus on improving your skills.
- Even if you are working as part of a team or assisting your mentor, work with your mentor to carve out a niche over which you have responsibility and take intellectual ownership. And make sure that you produce work that is beneficial to your collaborators and mentor as well.
- Discuss ethical and responsible research conduct with your mentor. Learn about compliance requirements and any administrative paperwork required for your research.
- Use ICRU, your mentor, and your colleagues to find opportunities to present your research, and to train yourself to deliver effective research presentations.
- Build a professional network; introduce yourself to your mentor's colleagues and graduate students, build ties with other undergraduate researchers, and find related university and professional organizations.
- Think about connections between your research and coursework, and discuss graduate school and career options with your mentor and others in your research network.

For questions about Undergraduate Research at the Tippie College of Business, please contact Nicholas Kavanaugh, Assistant Director of Experiential Learning at [nicholas-kavanaugh@uiowa.edu](mailto:nicholas-kavanaugh@uiowa.edu)