

## URO STUDENT-SUPERVISOR MUTUAL EXPECTATIONS CHECKLIST

**This checklist provides a guide for discussing mutual expectations between a URO student and supervisor.**

The URO program offers students a meaningful opportunity to participate in scholarly, research and creative (SRC) activities and to benefit from working directly with a faculty mentor.

URO students hold the primary responsibility for the proper conduct of their SRC activities while they hold their award. Regular, positive and constructive interaction between the URO student and the supervisor supports successful completion of the summer research opportunity. Students must comply with all institutional policies, program guidelines and deadlines (see the Appendix on page 3 for additional information and links to websites). Supervisors are expected to be committed to the mentorship of the URO student. The student and supervisor should discuss minimum and ideal expectations for the successful completion of the research opportunity and revisit those expectations while evaluating whether satisfactory progress is being made toward meeting those expectations.

The URO student and the supervisor are expected to have a discussion that includes, but is not limited to, all the items below. Please check each item to indicate it has been discussed. Please note that the checklist is not to be utilized as a contract. Your signatures at the bottom are simply an acknowledgement that the various expectations below have been disclosed and discussed.

<b>Part A: Checklist (to be completed by both the URO student and the supervisor)</b>		
	<u>Student</u>	<u>Supervisor</u>
<b>REGULAR CONSULTATION:</b> We have discussed the importance of regular student-supervisor meetings and check-ins.	<input type="checkbox"/>	<input type="checkbox"/>
<b>URO EXPECTATIONS:</b> We have discussed program expectations regarding the following items (where applicable): SRC activities, risk and safety expectations, student attendance and presentations at the URO Workshop and Showcase.	<input type="checkbox"/>	<input type="checkbox"/>
<b>RESEARCH ETHICS:</b> We are aware that ethics approval is needed before data collection can begin when humans or animals are involved (see Appendix B below).	<input type="checkbox"/>	<input type="checkbox"/>
<b>FEEDBACK:</b> We understand that feedback on SRC activities is expected from the supervisor, where appropriate. Feedback should be provided in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>ACADEMIC MISCONDUCT:</b> We are familiar with academic and non-academic misconduct regulations as listed on the University Senate and Academic Integrity Office websites. We have discussed academic integrity issues such as plagiarism or misrepresentation of data in SRC activities and the consequences of these acts.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>AUTHORSHIP &amp; INTELLECTUAL PROPERTY:</b> We have discussed the intellectual property (IP) matters that may arise in the course of this project, such as authorship in publications, order of authors, ownership of data and research results, and patent rights. Where applicable, IP matters will be discussed before any publication or presentation of the research in order to ensure that accreditation of authorship and patentability is not jeopardized.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>PROFESSIONAL DEVELOPMENT:</b> We have discussed the importance of accessing and acquiring professional development skills, including the URO Workshop and Showcase. Experiences of this nature add value to the student's future career.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>PROJECT FEASIBILITY:</b> We have discussed the feasibility of the supervisor's plan to ensure timely completion of the project, including the impact of the plans for paid work.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>CONFLICT RESOLUTION:</b> We have discussed the mechanisms for raising any concerns over supervision or other conflicts that may arise (see Appendix A).</p>	<input type="checkbox"/>	<input type="checkbox"/>

## Part B: Signatures

The URO student and supervisor have reviewed and discussed the guidelines provided on this checklist.

**Supervisor (print name):**

**Supervisor signature:**

**Date:**

**Student name (print name):**

**Student ID:**

**Student signature:**

**Date:**

## Appendix

### A. Policy

1. [Intellectual property guidelines and Policy 63](#)
2. Senate student codes of academic and non-academic misconduct:  
[Policy 60](#)  
[Policy 61](#)

### B. Research Ethics

University research is governed by policies and practices that ensure the protection of research participants, the researcher (faculty, student or staff member), the university, and the public. These include policies on research involving humans, the use of animals, and hazardous materials or controlled goods, among others.

Individual researchers, in addition to being governed by internal policies and procedures, may be governed by external ethical guidelines imposed by professional associations such as the Canadian Psychological Association or the Canadian College of Physicians and Surgeons, as well as those of Canadian and other regulatory agencies such as Health Canada - Health Protection Branch, the U.S. Food and Drug Administration (FDA) or the U.S. National Institutes of Health (NIH). However, all funded or unfunded research involving humans, animals, or controlled goods undertaken at Ryerson University facilities and conducted by Ryerson University faculty, students and staff is subject to review and approval. Please note that research may not begin before all University approvals/certifications, institutional requirements, or governmental authorizations are obtained.