

RESEARCH MEMORANDA OF UNDERSTANDING

Rutgers, The State University of New Jersey

School of Social Work

PH.D. Doctoral Program

Given that students do not always do their dissertation work with faculty of the School of Social Work, we strongly encourage clear understandings of the nature of work toward the dissertation. Below is a structure meant to clarify expectations about funding, research process, data agreements, and responsibilities to one another.

Student (print name)

signature

Outside faculty or PI (print name)

signature

The following guidelines apply:

1. In consultation with the student's Dissertation Chair, the student and the outside faculty member or PI should meet to clarify expectations about responsibilities and supervision of work.

The following should be specified:

- (a) Any payment or funding involved and what the student is to be paid
- (b) Access to data, how the student is to access it (what permissions or circumstances), and for how long (does the data set remain accessible to the student after the project is done)?
- (c) The time the student and PI/ Outside faculty member are to meet per week
- (d) How the Outside faculty member/ PI is to communicate with the Dissertation Chair about any concerns regarding the student's work or dissertation plan.

2. The outside faculty member and student should draw up a written contract containing the duties and responsibilities of each, including:

- The term of work together;
- The approximate time to be spent;
- The tasks to be carried out by the student;
- The tasks to be carried out by the outside faculty person; and
- The products related to the research that are to be completed (e.g. draft of paper to be submitted for publication; design of questionnaire).

This contract is to be signed by the student, outside faculty member, and the dissertation chair and submitted to the Doctoral Program Director who will give final approval via a returned copy countersigned.

3. Should the research plan not result in a good fit, the dissertation chair and the Program Director should be promptly notified so an alternate arrangement can be made.

Agreed _____
Student, Doctoral Program Date

Agreed _____
Outside RU SSW Faculty member Date

Approved _____
Dissertation Chair Date

Approved _____
Director, Doctoral Program Date