



BDA797 (Research) and BDA798 (Special Study) Enrollment Agreement

INSTRUCTIONS: This signed agreement is required once you have received official approval to register for BDA797 or BDA798. Once this agreement contains signatures from both the student and the faculty sponsor, please send this document to the BDA Program Director (Dr. Tsou mtsou@sdsu.edu) before the first week of the semester.

- Complete ALL sections.
- Original or *electronic* signatures are OK.

DATE: _____

STUDENT INFORMATION

First Name: _____ Last Name: _____

Student-ID#: _____ Phone: _____ Email: _____

Expected Graduation (Semester/Year): _____

COURSE CREDIT INFORMATION

Course: **3 units** of BDA 797 (Research) or BDA 798 (Special Study): _____

Semester (Summer or Spring or Fall): _____ Year: _____

Faculty Sponsor/Mentor Full Name (First, Last): _____

Faculty Academic Title (Professor, Directors, etc.): _____

Faculty Department/School (MIS or Geography or Sociology, etc.): _____

Faculty Sponsor Email: _____ Phone: _____

RESEARCH LAB OR CENTER INFORMATION (Optional)

Lab Name or Research Center Name: _____

Department/Branch/Unit Name: _____

College Name: _____

PROPOSED RESEARCH TOPICS and TASK DESCRIPTION

Expected Hours Per Week (at least) 8 (Hours).

Working Periods (select one):

 Summer Session: 12 weeks

 Fall or Spring Semester Sessions: 16 weeks

The Final Grading of this Course is **CREDIT or NO CREDIT or Incomplete (I)**. *Students and Faculty members must complete an Incomplete Agreement Form before assigning the PR (Incomplete) grade.

Title of the Project:

A. A brief Outline of the Research Plan and Task Assignments to be Completed at the End of This Course: Please provide an overview of the project, meeting arrangement, key duties, research activities, and possible deliverable products (such as papers or presentations).

B. CONTRIBUTION TO CAREER DEVELOPMENT: Briefly describe how these research activities will benefit the student’s learning experiences and their future career development.

BDA797/798 AGREEMENT

1. This BDA797 or BDA798 research experience is an opportunity for students to apply Big Data Analytics skills from their degree program and concentration to real world research projects in a practice setting. The student will pursue assigned tasks on a semi-independent basis, under the general direction of the faculty sponsor/mentor.
2. The Student should exhibit professional, ethical and appropriate behavior by NOT (a) reporting to the research sites under the influence of drugs or alcohol, (b) giving or loaning money or other personal belongings to client or research site representative, (c) engaging in behavior that might be perceived as harassment of a research site representative, (d) engaging in behavior that might be perceived as discriminating against an individual on the basis of age, race, gender, sexual orientation, mental capacity, religion, immigration status, etc. (e) engaging in any type of business with clients during the term of placement, (f) or disclosing without permission the research site's proprietary information, records or confidential information.
3. The Student should abide by the research site's policies, standards of conduct and safety measures, including but not limited to (a) wearing any required personal protective equipment; (b) participate in all required trainings; (c) **complete all assigned tasks and responsibilities in a timely and efficient manner**; (d) communicate when unsure of instructions or protocols, in need of assistance/support or have concerns with project assignment or work environment (e) be punctual and notify the research site if late or absent.
4. **The Student will notify the BDA Program Director (Dr. Tsou) mtsou@sdsu.edu if there are concerns with meeting the terms of this agreement, if the student has been discriminated against, harassed or injured while engaged in this learning activity.**
5. Faculty Sponsor/Mentor should agree to provide the following:
 - a. Provide adequate workspace & access to necessary equipment if working on site.
 - b. Provide ZOOM links or other online meeting methods if working remotely.
 - c. Training and technical guidance for the proposed research project.
 - d. Regular meetings for performance feedback and guidance.**
 - e. Notify the BDA program director (mtsou@sdsu.edu) if there are concerns with meeting the terms of this agreement, if student has been involved in an accident or ethical/legal incident while engaged in this learning activity.

By signing this document each party is agreeing to meet the expectations and guidelines for the research experience in BDA 797 (Research) or BDA 798 (Special Study) at San Diego State University.

Please use electronic signatures, if possible.

Student Signature: _____ **Date:** _____

Supervising Faculty Sponsor Signature: _____ **Date:** _____