

Dear :

This letter confirms that Abilene Christian University Department of [the Department] has asked you to serve as a Research/ Creative Inquiry Intern. You agree to serve under the following terms and conditions:

**1.** The primary purpose of the internship is to benefit you by providing experience in academic research and creative inquiry. In that regard, you will be working with a faculty mentor on a research or creative project. You will meet regularly with your faculty mentor, learn to conduct research in your field of study or produce a creative work, learn to keep appropriate records, develop collaboration skills, and receiving training in the presentation of your work orally and/or in written form. You will also receive assistance with career/ post-graduate education planning.

**2.** You agree to use your best efforts while rendering services for the Department. As our Research/ Creative Inquiry Intern you will serve under the direction of a research/ creative inquiry mentor and will be responsible for:

Research/ Creative Inquiry mentor, please, choose the responsibilities that apply to your intern. You may also list other responsibilities in Other.

#### General

Conduct a literature review  
Develop an annotated bibliography  
Develop a research question  
Collect Data  
Meet regularly with research mentor or research group to discuss work  
Keep a record of work (lab notebook, etc.)  
Perform Data Analysis  
Develop software  
Edit or evaluate a paper or presentation  
Write a journal style paper  
Present work at a conference  
Assist the mentor in the preparation of a journal article, manuscript, or presentation

#### Arts

Make a piece of artwork  
Creative writing  
Write creative non-fiction  
Perform in a play or musical  
Perform a piece of music  
Direct a play or musical

Write a musical piece, a play, or musical  
Act as an understudy to a professional  
Assist in choreography for a show  
Serve as a designer for a show (including set, costume, lighting, and sound)  
Work as a dramaturg for a show

#### Humanities

Analyze literature, texts, artifacts, etc.  
Meet with mentor to discuss relevant works  
Translate/ transcribe a document

#### Social Science

Perform social science research  
Conduct action research  
Develop a survey  
Assist in the development of an IRB Protocol and Application

#### STEM

Perform laboratory work  
Perform field work

Build an engineering design project  
Develop a prototype  
Produce plans for an engineering project  
Engage in personal study on new areas of  
mathematics, open questions

Other: (Please list below)

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**3.** You agree not to work more than forty (40) hours per week on average and will keep a record of the hours you do work in accordance with The Department's procedures. (Due to DHS regulations, international students may not work more than twenty (20) hours per week during the Fall and Spring semesters.)

**4.** You will make no representations, warranties, or commitments binding ACU, The Department or its employees without our prior consent nor do you have any authority to sign any documents or incur any indebtedness on behalf of the Department. You also agree to abide by all applicable ACU and Department policies.

**5.** You serve at the will of The Department for the term of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ ).

The Department may terminate your internship at any time, without prior notice, with or without cause. Moreover, there is no guarantee that this internship will result in a job at the conclusion of the training period.

**6.** ACU will provide you with a stipend of \_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_ ) to assist you with living expenses. Other than this stipend, you will be serving in an unpaid capacity and will not be receiving any monetary compensation or employee benefits from ACU for the duration of the internship.

**7.** Stipend payments do not have taxes withheld and will be reported on a 1099 IRS form. You will be responsible for paying any applicable self-employment taxes and reporting your payments on your income tax return.

**8.** There will be no change, amendment or modification of this Agreement unless it is reduced to writing and signed by both parties. This Agreement cancels and supersedes all prior agreements and understandings.

Your signature in this Agreement will indicate acceptance of these terms and conditions.

Sincerely,

I, \_\_\_\_\_, have read the above Agreement, understand and agree  
with its terms, and have received a copy.

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