**Contract for Independent Projects**

Before embarking on this independent project with Professor X, I agree to the following roles and responsibilities.

I will:

* Take responsibility for doing the work for this project, recognizing that Professor X is serving only as a guide and advisor.
* Communicate regularly with Professor X, asking questions about anything I’m confused by and reporting on my progress.
* Do not only the reading Professor X suggests, but also considerable research on my own, in order to situate this project within the larger literature.
* Come to every meeting on time and prepared (with any designated deliverable and/or a set of questions or “next steps”).
* Be aware of the timeline Professor X and I have set, and take responsibility for keeping myself on track.
* Complete the first draft of my project no later than one month in advance of the departmental due-date (so that Professor X has time to read and comment on it, and I have time to make revisions).
* Analyze my data as I go, so that I spot problems early.

Professor X will:

* Help me determine an appropriate research question.
* Suggest appropriate readings to get me started.
* Help me determine a reasonable timeline.
* Help me determine interim deadlines and appropriate deliverables.
* Provide advice and feedback in a timely manner.
* Be available for meetings roughly every three weeks during the semester.
* Keep our appointments (unless unforeseen circumstances do not permit.)

Professor X will not:

* Send out reminders
* Read last-minute drafts
* Nag me
* Lend me his books

Student’s name

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Faculty member’s name

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