



College of Law Registrar’s Office | 201 FAMU Law Ln, Orlando, Florida 32801 | Phone: 407-254-3279/3287

**RESEARCH ASSOCIATE REGISTRATION FORM**

**RESEARCH ASSOCIATE I** \_\_\_\_\_ Please choose the expected credits: One (1) Credit  Two (2) Credits

**RESEARCH ASSOCIATE II** \_\_\_\_\_ Please choose the expected credits: One (1) Credit  Two (2) Credits

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Student FAMU E-Mail Address:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Indicate semester and year for enrollment in Research Associate Project:** Fall 20\_\_\_\_ SPG 20\_\_\_\_ SUM 20\_\_\_\_

**The printed name of the Faculty Supervisor:** \_\_\_\_\_

Service as a Research Associate is intended to serve as a substantive learning experience in which students are provided the opportunity of in-depth research and study into a particular area of law under the supervision of a faculty expert. If you intend to serve as a Research Associate for a FAMU College of Law Full-Time Faculty member, this form must be completed. The Full-Time faculty member for whom you serve as a Research Associate must also sign the form. You and your faculty supervisor must specify the number of credits you expect to receive (“Expected Credit”) at the time of registration. If you register for the one-credit credit Research Associate option, you must complete a minimum of forty-five (45) hours of research as assigned by your faculty supervisor. The two-credit option requires a minimum of ninety (90) hours of research. Academic credit is assigned on a Satisfactory/Unsatisfactory basis. Students may not receive any other form of compensation. At the end of the semester, your faculty supervisor must certify that you satisfactorily completed the research projects assigned to you.

**Research Associate II: IMPORTANT: THE STUDENT MUST REGISTER FOR RESEARCH ASSOCIATE II IF THE STUDENT PREVIOUSLY EARNED CREDIT FOR RESEARCH ASSOCIATE I.** Students enrolling in Research Associate II must engage in substantial writing activities regarding the research on issues identified by their faculty supervisor.

Signatures for both Student and Professor indicate that we agree that the student shall serve as a Research Associate for said Professor during the semester indicated above. We understand that Professor shall make regular assignments of substantive research projects throughout the semester and that the student shall keep and submit an accurate record of all time devoted to the research project. The professor shall maintain records of assignments and work products for a period of at least three academic years from the end of the semester in which the research is performed. The Student and Professor shall meet regularly to discuss the research project. At the end of the semester, Professor shall assign a grade of “S” or “U,” indicating whether the **student has satisfactorily or unsatisfactorily completed the research assignment and certify that the number of work hours completed is documented and meets ABA Standard 310 and College of Law Credit Hour policy.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Research Associate Registration Requirements:** This application form must be completed by the student, signed by the faculty supervisor, signed by the Associate Dean for Academic Affairs, and submitted to the

College of Law Registrar’s Office **NO LATER THAN NOON ON THE FINAL DAY OF THE ADD/DROP PERIOD** of the semester in which you plan to enroll as a Research Associate. The Registrar will provide registration permission for course registration. **Students are responsible for submitting the signed form to the College of Law Registrar’s Office before or by 5:00 p.m. on the add/drop deadline.**

COLLEGE OF LAW REGISTRAR’S EMAIL ADDRESS: [law.registrar@famu.edu](mailto:law.registrar@famu.edu)