



Office of Research, Discovery, and Innovation  
Availability of Co-op Student to Assist with Faculty Research

The Office of Research, Discovery, and Innovation employs a full-time Co-op student available to assist faculty with their research-related projects. Each Co-op cycle encompasses two academic quarters (as established by Drexel's Steinbright Career Development Center). Prior to the beginning of each cycle, the new Co-op student completes the compliance clearance process in order to gain access to the CNHP labs and to be able to interact with minors. At Faculty requests can be made for research activities that are appropriate for an undergraduate student who receives the necessary instruction, training, and supervision. Although the stated working hours for the Co-op student are 9:00 AM – 5:00 PM, Monday through Friday, flex time arrangements are possible on a case by case basis.

Every effort is made to accommodate all requests. Should requests exceed the Co-op's availability, the Associate Dean for Research will make decisions in consultation with the faculty making requests.

The faculty supervisor is responsible for:

- \* Ensuring the safety of the Co-op student including not assigning tasks that exceed qualifications or comfort level.
- \* Adding the Co-op student to the IRB
- \* Including the Co-op student's name on the Minors Program Registration Form when hosting events involving minors.
- \* Informing the Associate Dean for Research of research activities that will occur off-site including clearances and other requirements by the external organization or agency. The Office of Nursing and Health Professions Research cannot incur any expenses.
- \* Informing the Associate Dean for Research of inappropriate behavior or adverse events involving the Co-op student that are reported to the IRB.

September 2019

## Co-op Student Request Form

E-mail requests to Darin Dunston [darin.dunston@drexel.edu](mailto:darin.dunston@drexel.edu)

Date:

Faculty supervisor(s):

Brief description of research activities that the Co-op student will perform (indicate if special instruction or training needed and how student will be supervised):

Location(s):

Preferred days / hours

Will student need to be added to an IRB?

Any additional clearances needed? If so, identify:

Any additional costs?