

**Department of Animal Sciences Policy for Student Participation in  
Research in Animal Science (11:067:493/494) or  
Studies in Animal Science (11:067:411)**

**A. Academic Year**

Students participating in a research or independent project with a faculty member must register for credit during the academic year under Research in Animal Science (11:067:493/494) or Studies in Animal Science (11:067:411). Registration and participation in the project must take place in the same semester. Students can no longer “bank” hours in one semester or summer session and register for credit in a following semester.

**B. Summer Sessions**

There are three (3) options for a student participating in work during the summer sessions. These options include:

- 1) The faculty member in charge of the project pays the student for their work
- 2) The student registers for credits in Research or Studies in Animal Science with the appropriate faculty member
- 3) The student volunteers their time with no pay or academic credit earned\*

For option 3, if a student wishes to volunteer their time, they can receive acknowledgement of their non-credit bearing work in Degree Navigator. The downside to this is that the volunteer experience will not be recorded on their transcripts. The upside is that a student can use this volunteer work to offset or reduce the EBE requirement without paying for the credits. As proof of their volunteer work toward EBE, a syllabus or learning contract with learning goals should be drafted by the student and faculty member before the start of the project and submitted to the Undergraduate Program Director (UPD). At the end of the summer session, the student will be required to complete an assessment (paper, presentation, etc.). After review of the assessment, the faculty member will submit it to the UPD. The UPD will then appropriately alter the student’s Degree Navigator to reflect completion of the EBE work.

Please note, Animal Care staff should be made aware of all students (volunteers, paid workers, those registered for Research or Studies in Animal Science) participating in a project with a faculty member. It is expected that the faculty member send the appropriate Animal Care staff member(s) a roster or list of all students. This list should be updated every semester. Additionally, the student will need to complete a Volunteer Release Form that can be obtained from Clint Burgher.

\*There are strict guidelines put forth by REHS and the Department of Risk Management & Insurance that need to be followed if a student selects to volunteer their time in the laboratory.

Briefly, the REHS guidelines include:

1. The principal investigator must notify the department chair of the program that minors or volunteers will be working in their lab.

2. Prospective minors and volunteers must complete an application that provides appropriate individual information (address, phone, etc), emergency contact information, as well as any medical concerns.
3. All applicants must complete the Risk Management waiver forms and provide proof of medical coverage.
4. The volunteer must attend training appropriate for the work activities they perform or that may be performed by others in their assigned laboratory.
5. Personal protective equipment shall be provided by the department and worn by the volunteer as directed by the laboratory principal investigator and requirements specified in the chemical hygiene plan for the work activities performed by that individual.

For more detailed guidelines and to print the appropriate forms, please visit the REHS website at: [http://rehs.rutgers.edu/lslab\\_minors-and-volunteers.html](http://rehs.rutgers.edu/lslab_minors-and-volunteers.html)

The Department of Risk Management & Insurance will require an informed consent waiver be completed and turned in two weeks prior to the start of the volunteer service. For more information, please visit their website at: <http://riskmanagement.rutgers.edu/faculty-staff-information/waivers-and-informed-consent-forms>