

Bethlehem Moravian College

Department of Education

Roles and Responsibilities of Students and Supervisors in the Research Process

Student's Responsibilities

1. To produce original work and maintain academic and research integrity.
2. To use the Research Completion Checklist in the Appendix to guide his/her work.
3. To maintain communication with lecturer/supervisor through face-to-face consultations and email.
4. To use the supervisor's comments and recommendations to improve his/her paper.
5. To complete and turn in his/her work on or before the due date to his/her lecturer/supervisor for review/grading.
6. To adhere to established standards regarding the research process.
7. To maintain sufficient backup of his/her work to prevent loss of information.
8. To undertake all research related expenses.
9. To submit TWO copies of the final work to the Education department (one hard copy and one electronically).

Supervisor's Roles and responsibilities

1. To maintain professional and supporting relationship with the student.
2. To maintain communication with the student through face-to-face consultations and email.
3. To review the student's work and provide usable written comments that the students can use to improve his/her work.
4. To ensure that student's work adhere to established Bethlehem Moravian College Guidelines and APA format and style.
5. To assist the student in identifying information sources that can be used to improve the student's writing.
6. To make initial contact with student preferable through email after supervisor has been assigned to student.
7. To report incidence of plagiarism in students' work to the Office of Academics.