



**Department of Chemistry**  
**Princeton University**  
**UNDERGRADUATE CONTRACT**

**Effective Date: 1/1/2016**

**Student Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Position Dates:** \_\_\_\_\_ to \_\_\_\_\_

**Tiger Card Number:** \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Copy of Health Insurance Card (front and back) submitted.**

**Proof of summer coverage – Non-Princeton students only**

***In accepting an undergraduate research or program position, I understand that I am committing to the following expectations and responsibilities:***

1. I will participate for the full period of time indicated above; I am entitled to observe University holidays and national holidays (ex. July 4<sup>th</sup>) when the campus is closed.
2. I understand that I cannot work in any laboratory without first completing Princeton University's Laboratory Safety Training course; no other safety training program is accepted.

I must also complete the following training programs in order to hold a position of any kind in the Chemistry Department:

- fire extinguisher safety training
- ethics training
- library resource training – as per specific program requirements

3. Salary Arrangements AND **Last Page – Employment Form:**

I will be paid a stipend, typically in two installments over the course of my program, based upon the firm start and end dates established prior to my arrival. I will receive one payment near the beginning of the program and the second payment near the mid-point.

Should any changes be made in the start and/or end dates, stipends will be adjusted accordingly. Should my stay be shortened, I am aware that any unearned funds must be returned to the department prior to my departure.

**Please note: Tax Payments - Stipends**

- **International students:** Stipends are taxed up front (according to various countries' tax agreements with the US); the student will receive a 1042-S form in March to include when preparing their tax returns.
- **US Citizens:** Will receive a letter from the Office of Finance and Treasury in January regarding the reporting of their stipends on their tax returns.

STIPEND: \$ \_\_\_\_\_

I will be paid through the University's Time Collection system. My salary will be based upon an hourly rate.

- Time cards must be submitted bi-weekly, according to the due dates used by the Finance Office.
- Taxes (including, but not limited to, Federal, State, Social Security, etc.) will be automatically deducted.
- **Princeton Students:** Payments will be deposited into my personal checking or savings as per the arrangements required in item #4 of this document, and will be available approximately 8 days after the end of each two-week period.  
**Non-Princeton Students:** You will receive a paper check via the Chemistry Department.
- Unless otherwise noted, I am limited to no more than **8 hours of work per day and no more than 40 hours total per week.**

HOURLY RATE: \_\_\_\_\_

Exception, if applicable: \_\_\_\_\_

4. **Princeton Students only: I will arrange for direct deposit of my stipend checks before my start date.**

- Self-service through SCORE [www.princeton.edu/SCORE](http://www.princeton.edu/SCORE).
- Paper form :  
<http://finance.princeton.edu/form-library/payroll/direct-deposit-authorizat/>

5. I will attend all special events/activities designed to be part of my research experience (e.g., group meetings); I understand that punctual arrival is expected and that involvement for the full length of the activity is required.
6. If my program requires it, I will participate in the Summer Undergraduate Research Poster Session.
7. I am aware that any and all changes to my schedule must first be approved by my faculty research advisor and the Chemistry Undergraduate Office.
8. By signing this contract, I assure the Chemistry Department that I have not infringed upon any copyright laws by illegally downloading music, software, games, books, published articles, movies, or any other copyright protected materials.

If I have any such material on my computer or cell phone, all items have been removed.

Initials
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9. I understand that I am responsible for making my own housing arrangements and for covering those costs.

Student's housing arrangements:

On-campus housing

Off-campus housing – Must be within a 15 minute bike/walk/drive of campus

Estimated travel time from housing to Frick Lab: \_\_\_\_\_

10. Receiving Mail:

- For Princeton students living on campus: I am aware that I must notify the Frist Campus Center mailroom if I wish to have my mailbox open for the summer months.
- Non-Princeton students and Princeton students living off-campus:  
Mail can be sent to you as follows:

Your Name  
Department of Chemistry  
Frick Chemistry Laboratory  
Princeton University  
Washington Road  
Princeton, NJ 08544

11. Allergies or health issues of concern. (Please list all that apply.):

\_\_\_\_\_

\_\_\_\_\_

12. Special dietary needs: \_\_\_\_\_

**13. CLOTHING:**

The following clothing must be worn in lab and, if applicable, available for field trips. Note that the labs are often quite cold in the summer, so be prepared to dress appropriately.

Long pants  
Long-sleeved shirt/t-shirt  
Sneakers or full form shoes with rubber soles  
Sweatshirt/sweater for air conditioned venues

(No sandals/open shoes/leather soles and no shorts/short pants are permitted.)

**LAB COATS:**

**Coat fitted and/or purchased, as per student's program**

Students working in "wet" research labs are required to wear a flame retardant lab coat. Coats will be available for purchase for \$15.00, as subsidized by the Chemistry Department. Replacement coats can be obtained at a cost of \$55.00. Loaner coats are available for summer researchers.

**Note:** Lab coats that meet the Frick Lab/Princeton University requirements for safety must be worn at all times while you are in lab.

14. I understand that I will be expected to demonstrate a high level of personal engagement with my project, self-motivation, and the use of strong analytical skills.

15. I understand that, should I not fulfill my responsibilities as listed above, I am subject to termination; should this occur, I will receive no further financial compensation from the date of termination forward.

**Note:** A student who is terminated or who elects to leave before completing the agreed upon program period will be required to return any unearned stipend funds.

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

CHM UG Administrator - Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* **Must be signed in the presence of the Undergraduate Administrator.**

Department of Chemistry  
**Princeton University**  
*Undergraduate Payment Registration Form*

<b>Today's Date</b>	
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<b>Work Start Date:</b>	Month	Day	Year
<b>Work End Date:</b>	Month	Day	Year
<b>Name</b>	First	Middle Initial	Last

<b>Address</b>	

<b>Princeton ID Number (If applicable)</b>	
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<b>Social Security Number</b>	
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<b>Non-Resident Visa Status (If applicable)</b>	
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If Visa Status applies to you, please submit a copy of your current/valid Visa with this form/ NA for Princeton undergraduates

<b>Faculty Advisor Name</b>	
<b>Account/Project Number to Charge</b>	

<b>Advisor Signature</b>	
<b>Print Signature Name</b>	