NSF REU on Software Testing and Analytics
Policies and Procedures for Participants

1. Dr. Junhua Ding is Principle Investigator (PI): will lead the program development.
2. Dr. Nasseh Tabrizi (Co-PI): will lead and manage the day-to-day activities of the program.
3. Dr. Mark Hills and Dr. Sergiy Vilkomir: Senior investigators and Faculty Mentors
4. Dr. Karl Wuensch: Project evaluator.
5. Arianna Williams: Administrative support, will process student salaries, housing, meals, and etc.

6. Each student is required to identify one faculty mentor as soon as possible, but no later than end of the second week. The program has four faculty mentor participants namely Drs. Mark Hills, Sergiy Vikomir, Nasseh Tabrizi, and Junhua Ding. For more information visit http://www.cs.ecu.edu/reu/reufiles/people.html

   Steps to identify faculty mentors,
   - Faculty mentors will present their research during the first week of the program. Please take the time to talk with each faculty mentor.
   - Make an appointment with the faculty mentors whom you may be interested to work with to discuss your research interests and coming up with mutual agreements.
   - If you cannot find a mentor by end of the second week, then PI will identify one for you.
   - You can request PIs to assign a faculty mentor for you, please let the PIs know of your intention as soon as possible. If you choose not to work with any our faculty mentors, then your contract will be terminated.

7. Your faculty mentors will help you to select a research project, assign you with the research tasks, evaluate your research progress, and recommend further steps/solutions. Faculty mentors are not expected to be in their offices all the time, so you are encouraged to communicate with your faculty mentors and PIs via emails, Skype and any other modern communication tools.

8. You must be present on campus (Austin Room 208 & 209) from 9:00am to 5:00pm every weekday except holidays. You need check in lab Austin Room 208 & 209 or any other labs that you are assigned. But you will be allowed to use other research facilities such as libraries. You also need to follow closely the schedule agreed upon with your mentor. In case of emergency for leaving the campus during work period, you need get a permission from your faculty mentor and email the details to Dr. Tabrizi.

9. Every Thursday afternoon except first, sixth and tenth week, we will have a group meeting at 2:00pm in the lab, your attendance is required.

10. Students are required to submit to PI a one page weekly research progress report every Friday. The report should discuss your research activity during the week. You will be required to present your research results (15-minutes) at the end of sixth week, and then a 30-minutes presentation about your research results at the end of 10th week. You need to submit to PI a final project report upon the completion of the program. Your faculty mentor will decide the content, formatting and style of the project report. You also need give a poster presentation at the last day of the program.

11. At the end of the REU program, you are required to submit your research results to PI. The PI will store the results on the project server, and will be available for public access. The project results may include tools and algorithms, experimental data and databases, project reports, tutorials and publications. The requirement is defined in the data management plan of the project proposal.

12. If the faculty mentors Co-PI and PI recognize that you might not be suitable for this program, then your contract with this program may be terminated.

13. Please take the program surveys on time, which are important to understand the performance and effectiveness of our program.