memorandum of understanding

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| to: | Office of undergraduate research |
| from: | <Insert Chair name> |
| subject: | research intensive course-level designation for <course> |
| date: | <Enter Date> |

This Memorandum of Understanding establishes that the Department of <> at the University of Central Florida will offer all sections of the course, <title> (<course number>), such that they satisfy the requirements for designation of Research Intensive (RI).

The department ensures the following:

1. Instructors of record will include the RI syllabus statement on their courses and check MyUCF to ensure the RI attribute has been added to their section each semester.
2. Each section of this course will be taught by a content expert with a terminal degree and/or permanent faculty line here at the University of Central Florida.
3. Each section of this course will be taught according to the standard syllabus submitted with this RI application (which includes shared learning outcomes, final research deliverable, and similar assessment practices) but instructors may choose to vary the content based on their own area of research.
4. Should the RI designation need to be removed from a section in the future (e.g. due to instructor change or change in the curriculum), the department will contact the Office of Undergraduate Research immediately.

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<Title>

<Department>

<College>