



Guidelines for Undergraduate Research Assistants

Consistent with our dedication to excellence in undergraduate education, undergraduate research assistantships are offered for course credit through HIST 4400 – Directed Study. In addition to providing support to faculty, undergraduate research assistants (URAs) are given the opportunity to develop professional relationships with their faculty supervisor and gain significant skills and insight into the academic profession. URA will be cited by name for their contributions in any published work growing out of the research project to which they contributed. The results of this opportunity put the URAs at a unique advantage when applying to graduate school and to other post-baccalaureate endeavors. Each assistantship is unique, tailored to both the individual URA's skills and knowledge and to the faculty member's needs.

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1 Eligible Faculty

Only full-time faculty members are eligible to supervise URAs.

2. Nota Bene - Key Prohibitions

- URA Faculty supervision of URA History 4400 courses will not count toward faculty teaching reassign-time.

- Students may not substitute URA History 4400 courses for existing regular courses.

2. Eligible Research Projects

To be eligible for URA support a research project must-

- A. Include a well defined program of reading and/or tutorial instruction to prepare the student for full participation in the project.
- B. Involve regular and significant interaction between the faculty member and the student.
- C. Involve activities that require historical judgment on the part of the student.
- D. Include creation by the student of a tangible scholarly product that will help meet the requirements of a History 4400 Directed Study course and will confirm the student's substantial participation in a scholarly enterprise.

3. Eligible Students

Applicants undergraduate research assistantship must have a minimum overall GPA of 3.0 and a minimum History GPA of 3.0. Other qualifications are dependent on the particular assistantship and faculty member's needs.

4. The Application and Approval Process

- A. Faculty submit a project description to the DFC and Chair – using the form “Faculty Request for Approval to Recruit an Undergraduate Research Assistant (URA)”
- B. If approved, the project is posted on the department website and publicized to History and History Education majors by email. (Note Steps A & B may be omitted in cases where a faculty member has already identified a student for the URA. But the department encourages faculty to complete these steps so a wider range of students become aware of this program.)
- C. Students apply to the faculty member for a particular project – using form “Student Application for an Undergraduate Research Assistantship (URA)”

- D. Faculty member interviews applicant(s)
- E. Faculty and student applicant selected by the faculty member jointly prepare and sign a URA contract for submission to the DFC and the Chair. The URA contract will detail how the particular student (a) will meet the qualifications of the URA program, and (b) how she will contribute to the successful completion of the approved project. In addition the contract submitted to the chair must include the following:
 - i. The History 4400 Directed Study contract that must be filed with the Registrar to create a Directed Study Course for the student.
 - ii. Copies of the Faculty Request for Approval for a URA (where applicable) and the Student Application for a URA.
- F. The URA Contract, including the Directed Study Contract must be approved by the Chair with the advice of the DFC.