Instructions for Undergraduate Research Assistant Application

All PSYC majors interested in participating in research with a PSYC faculty member as an Undergraduate Research Assistant (URA), either for credit or as a volunteer, must complete and submit the either the URA Application (for credit) or the Volunteer URA Application.

- Undergraduate Research Assistant requirements:
    - Complete PSYC 2300/2500 with a "C" or better
    - Institutional GPA ≥ 3.0
    - PSYC GPA ≥ 3.0
    - Instructor**, Department Chair, and Registrar approval

- Volunteer Undergraduate Research Assistant requirement:
    - Instructor** and Department Chair approval

==**Some faculty members may specify additional requirements that must be met outside those listed.**==

Limitations for PSYC 4400:
- A maximum of 3 credit hours of PSYC 4400 are permitted in a semester.
- A maximum of 6 credit hours of PSYC 4400 may be used toward the Upper Division Major requirements.
- A maximum of 9 credit hours of PSYC 4400 may be used toward degree requirements overall.
- Credit hours earned as a Research Assistant or a Teaching Assistant BOTH count toward these maximums as both are under the PSYC 4400 – Directed Study course number.

When students click on the link for the Undergraduate Research Assistant or Volunteer Undergraduate Research Assistant application, it will ask for the student's name and email address (KSU email) and the faculty supervisor's name and email address (KSU email).
- The faculty supervisor is the faculty member the student will be working with on research.
- Students **must** contact the faculty member they are interested in working on research with and have their approval *before* submitting the application.

Application for URA (for credit):

- Fill out the required information fields as directed.
    - Be sure to indicate the appropriate 4400 category
        - Students applying for the Capstone Independent Research option for their Senior Capstone Experience must also meet the prerequisite requirements per the Senior Capstone experience.

- 1-3 credit hours can be requested
- Prior PSYC 4400 hours earned are any credit hours that have been previously earned with the PSYC 4400 course number as either a URA or a UTA.
- Students will need to input their KSU GPA and their PSYC GPA in this area.
  - The KSU GPA can be found on the DegreeWorks page in Owl Express.
  - Students can use a GPA calculator to determine their PSYC GPA using any course that starts with the PSYC prefix within their major requirements area in DegreeWorks.

Application for Volunteer URA:

- Fill out the required information fields as directed.
- Students will need to input their KSU GPA and their PSYC GPA in this area.
  - The KSU GPA can be found on the DegreeWorks page in Owl Express.
  - Students can use a GPA calculator to determine their PSYC GPA using any course that starts with the PSYC prefix within their major requirements area in DegreeWorks.

Once the student has completed their portion of the application and provided their signature, the application will automatically route to the faculty supervisor for review and approval, and then come to the department for approval and processing.

If the application is approved, students will receive notification via their student email from the Office of the Registrar.

If students have any questions about this process, please contact the Department of Psychological Science at psychology@kennesaw.edu.

Examples of each form can be found on the following pages.

KENNESAW STATE UNIVERSITY

DEPARTMENT OF PSYCHOLOGICAL SCIENCE

DIRECTED STUDY – URA APPLICATION

Instructions:
Please submit this application with the required attachments to the Department office (SO 4030) by the appropriate deadline. Review and processing of directed study research applications generally takes 5-10 business days. Upon approval, you will be notified via KSU email with registration instructions.

The confidentiality form is only required if a research assistant will be involved in the supervision and/or evaluation of other research assistants who are earning course credit (i.e., PSYC 4400).

Deadlines	Spring 2022	Summer 2022	Fall 2022
	November 29, 2021	April 18, 2022	TBD

Directed Study Requirements:

- complete PSYC 2300 or 2500 with "C" or better
- institutional GPA ≥ 3.0
- PSYC GPA ≥ 3.0
- instructor and department chair approval
- maximum of 3 hours of directed study in a semester
- maximum of 6 hours of PSYC 4400 used towards the upper division major requirements
- maximum of 9 hours of PSYC 4400 used towards degree requirements overall

Attachments to Include:

- directed study syllabus with all KSU required syllabus elements
- confidentiality form (if involved in supervision/evaluation – see above)

Credit-to-Field Hour Equivalencies:

- 1 credit hour = 45 field hours
- 2 credit hours = 90 field hours
- 3 credit hours = 135 field hours

Student & Course Information:

Name: _____

Phone Number: _____

Institutional GPA: _____   PSYC GPA: _____

PSYC 4400 Category: ___ Research Assistantship
___ Independent Research
___ Capstone Independent Research (complete required capstone applications)

Faculty Supervisor for PSYC 4400: _____

Term Requested: ___ Fall ___ Spring ___ Summer

Date Submitted: _____

KSU ID#: _____

KSU NetID: _____

Major: _____

Credit Hours Requested: _____

Prior PSYC 4400 Hours Earned: _____

Modality: ___ Online ___ In-person

Agreement/Approval Signatures:

Student: _____   Date: _____

Faculty Supervisor: _____   Date: _____

FOR DEPARTMENT OFFICE USE ONLY	
Date Received: _____	Reviewed By: _____
Department Signature: _____	Approved? _____ Yes _____ No
Student Notified: _____	Date: _____

Updated: 08/30/2021

KENNESAW STATE UNIVERSITY

DEPARTMENT OF PSYCHOLOGICAL SCIENCE

VOLUNTEER RESEARCH ASSISTANT APPLICATION

Instructions:

Prior to engaging in any research assistant activities, volunteer research assistants and their faculty supervisor must complete this form and submit it to the Department Chair.

The confidentiality form is only required if the research assistant will be involved in the supervision and/or evaluation of other research assistants who are earning course credit (i.e., PSYC 4400).

Deadlines	Spring 2022	Summer 2022	Fall 2022
	November 29, 2021	April 18, 2022	TBD

Student Information:

Date Submitted: _____

Name: _____

KSU ID#: _____

Phone Number: _____

KSU NetID: _____

Faculty Supervisor: _____

Approximate Hours per Week: _____

Term Requested: ___ Fall ___ Spring ___ Summer

Institutional GPA: _____ PSYC GPA: _____

Description of Volunteer's Activities/Responsibilities:

Agreement/Approval Signatures:

Student: _____ Date: _____

Faculty Supervisor: _____ Date: _____

FOR DEPARTMENT OFFICE USE ONLY	
Date Received: _____	Reviewed By: _____
Departmental Signature:_____	Approved? _____ Yes _____ No
Date Student Notified: _____	Date: _____

Updated: 08/30/2021