Purpose:
The Undergraduate Research Assistant Program was created to support DePaul faculty in their pursuit of research, scholarship, and creative activities. This program has a dual purpose:

1) To provide valuable learning opportunities and financial assistance to undergraduates by creating opportunities for students to assist and collaborate with faculty members who conduct research projects and are engaged in creative and scholarly activities.

2) To offer support to faculty engaged in the above activities consistent with the university's belief and commitment to the pursuit of knowledge.

The undergraduate research assistant program affords students a unique opportunity to become actively involved in the planning and implementation of research and scholarship, and in the dissemination of knowledge internal and external to the university community. This contributes to the students' overall academic experience, and more effectively prepares those students who intend to pursue graduate level or professional studies, as well as careers in which they are required to develop and manage similar projects. The undergraduate assistants will provide faculty members at DePaul with support needed for their research endeavors. The student assistants can be assigned to ongoing research projects, or assigned to a group of faculty who are directing a research project.

This program effectively carries out components of the University's Strategic Goals for GROUNDED IN MISSION, THE PLAN FOR DEPAUL 2024: Elevate academic excellence and embrace a culture of creativity and discovery with meeting the following objectives:

- **Objective 5.4.** Increase support, incentives, and recognition for scholarly and creative work by faculty and students.
- **Objective 5.4.C.** Increase student participation in research and creative activities by providing incentives for faculty research supervision and competitive financial support for graduate and undergraduate research assistants.

Eligibility:
All full-time (or equivalent in the individual schools and colleges) undergraduate students who have attained at least sophomore status (48 hours) are eligible to apply. Selection will be based on merit of the applicant and qualifications needed by faculty members. Full-time faculty are eligible to apply for assistants. Undergraduate assistants can be assigned to either individual faculty members, or two or more faculty who are collaborating on a project or activity.

Job Description:
This program is intended to provide students a substantive work experience; that is, student assistants should not be used as general clerical help. Assistants can help in areas such as, but not limited to, library research, data collection and analysis, preparation of manuscripts, etc. Students will work a total of **75 hours**. The assistant may be eligible for internship credit, contingent on the approval of the department from which the student is seeking such credit, and, if so, the experience should also be considered to meet the Experiential Learning requirement. *(The Assistant position earns 4.0 credit hours per quarter.)* If faculty and departments wish to
grant credit for students accepted into this program, they will need to enroll students in a course/independent study accepted by the Liberal Studies program as meeting the Experiential Learning requirement or design a course and take it through the established approval process.

**Funding:**
In 2020-2021, student assistants will be paid $14.00 per hour. Colleges will grant applicants units entailing 75 hours of work for $1050.00.

**Procedures**

**Deadlines:**
The deadline for assistant positions for the first round of applications for student assistants who will work in the Summer or Autumn Quarters/semesters, is **June 15th**. The deadline for assistant positions for the second round of applications for student assistants who will work in the Winter or Spring Quarters/Spring semester, is **November 30th**. Colleges will establish their own deadlines so that approved and ranked proposals may be in the office of the Associate Provost for Research for Academic Affairs by the established deadlines.

**Application:**
Generally, a faculty member and a pre-selected student will apply together. However, there may be cases in which a faculty member desires a specific skill set that is likely to be found in another department of the university. In such cases the faculty member may contact the department for student recommendations, and then interview and subsequently apply with the selected student.

A Faculty member may apply for an Undergraduate Research Assistant for 1, 2, or 3 quarters with one application. There is no limit to the number of consecutive quarters in which Faculty may use an Assistant, but application must be made for each quarter. The Assistant will work 75 hours per quarter. Colleges will need to decide whether or not they will support more than one unit per faculty member based on the level of demand. Preference should be given to enabling the largest number of faculty to have some level of assistance.

Please designate one person in your college (perhaps you or an Associate Dean) who will officially send the following information to Douglas Petcher at URC@depaul.edu. A staff member may do the actual work but you or an Associate Dean will certify that the application has been reviewed and approved by a faculty committee.

a. Number of applications received
b. Approved applicants information in the attached summary Excel spreadsheet (URAP_selected_applicants_summary.xlsx)
c. Copies of the approved applications (one PDF file for the college including all student and faculty application forms)

**Criteria for Approval of Faculty Requests for Assistants:**
Criteria include:

1. The value of the research project itself.
2. The project’s potential to provide real involvement and learning for the Student Research Assistant.
3. Equitable distribution of available Assistantships.
4. Special consideration of first-time faculty applications, and applications by non-tenured faculty.
5. A faculty member may only apply for one assistant per quarter.

Colleges will act in accordance with those guidelines or petition for revisions. Each College will establish a process for review and approval of applications for research assistants by a faculty committee.

**Funding:**
Block grants will be provided to each college to be used for Undergraduate Research Assistants. These grants will be non-transferable and unused funds will return to Academic Affairs at the end of each fiscal year. All units will receive funding to guarantee participation in the program. Unit allocations will be based on a weighted combination of the number of full-time faculty in your college in Fall 2019 (.25), number of undergraduate students in Fall 2019 (.5), and dollar amount of new external funding in FY19-20 (.25). Each College may spread the funds between the June 15th round of applications (for Summer and Autumn research assistants) and the November 30th round (for Winter and Spring research assistants) as it sees fit.

**Evaluation:**
Each quarter, the faculty member is to evaluate the performance and progress made by the student through work on the project. The Student is to evaluate the experience as a learning process. This is especially important in evaluating repeat applications for assistants by faculty members. Evaluations are returned to the dept/school. Your college committee should review these evaluations to assess if the goals of the URAP Program are met. Each college has to provide a report in one PDF file containing the completed student and faculty evaluation form results of the URAP program FY20-21 by August 1st, 2021.
Undergraduate Research Assistant Program
Application Form
2020-2021 Fiscal Year

Faculty Form
(Note: Submit Faculty and Student forms together)

Name____________________________________
Email____________________________________
Department/School:________________________
Project Title:_____________________________________________________________

Project Description: (Approximately 500 words. Please attach to this application)
   Please provide:
   1. Detailed description of the research/scholarly or creative activity, its purpose, procedures to be followed, estimated schedule or time line, etc.
   2. Responsibilities of Student Research Assistant
   3. Required skills and abilities
   4. What do you expect the student to learn from participation in the above research project?

Name of Requested Student:_________________________________________________

Please state why this student is appropriate for the project: (please include any past classroom or work experience with the student.)

Quarters applied for:
( ) Summer, 2020       ( ) Autumn, 2020       ( ) Winter, 2021       ( ) Spring, 2021

Do you currently have an undergraduate or graduate student assistant?  ( ) yes  ( ) no

If yes, how many hours per week does this student work for you?__________________

Have you previously been assigned a Student Research Assistant?  ( ) yes  ( ) no
If yes, please provide information (only on last two)
Student_________________________Quarter_____Year______
Student_________________________Quarter_____Year______

Faculty
Signature_________________________________________Date______________

Student
Signature_________________________________________Date______________
Undergraduate Research Assistant Program
Application Form
2020-2021 Fiscal Year

Student Form:
(Note: Submit Faculty and Student forms together)

Name_________________________
Major:________________________
Minor:________________________
Student ID Number:______________ ( ) Soph ( ) Jr ( ) Sr
Total Credit Hours Earned:_____________________
Graduation Expected______________________ Cumulative G.P.A.______

Have you previously applied for a Research Assistantship? ( ) Yes ( ) No
If yes, have you previously received a Research Assistantship? ( ) Yes ( ) No
If yes, please provide information (only on last two)
Faculty Member__________________________________Quarter_________Year________
Faculty Member__________________________________Quarter_________Year________

Will you have other jobs during the time of this Assistantship? ( ) Yes ( ) No
If yes, how many hours per week?
Do you currently work elsewhere in the University? ( ) Yes ( ) No
If yes, where?________________________________________________________________

List your Research Interests: List the topics, problems, issues, etc., which you are interested in pursuing.

Research Skills/Abilities: List your skills and abilities related to research and creative activities (i.e., library research, collection of survey or interview data, statistical analysis skills, etc.)

Attach a copy of your transcript to this application.

Student Email: ______________________
School Address: ______________________
Permanent Address (if different than school address):
Home Telephone:____________________
Work Telephone:_____________________

Student Signature:_____________________ Date:____________________

Faculty Signature:_____________________ Date:____________________
UNDERGRADUATE RESEARCH ASSISTANT PROGRAM

STUDENT QUARTERLY EVALUATION
(submit at end of quarter)

Student’s Name:

Project Title:

Faculty Supervisor: Quarter/Year:

1. What did you expect to learn from this portion of the research project?

2. Using one or two examples to illustrate, describe your perspective of the actual learning process.

3. How would you evaluate your strengths and weaknesses as a research assistant?

Signed: ____________________________ Date: ____________________

Student Assistant

Completed assessment forms must be forwarded to the office of the dean, in the department or college funding the position, by the end of the quarter’s official grading period. Failure to do so may result in cancellation of the grant.
UNDERGRADUATE RESEARCH ASSISTANT PROGRAM

FACULTY QUARTERLY EVALUATION

Faculty Name and Title:

Project Title:

Undergraduate Assistant’s Name: Quarter/Year:

1. What did you expect the student to learn from this portion of the research project?

2. Using one or two examples to illustrate, describe your perspective of the actual learning process.

3. How would you evaluate the student’s strengths and weaknesses as a research assistant?

Signed: ___________________________ Date: ______________________

Supervising Faculty Member

Completed assessment forms must be forwarded to the office of the dean, in the faculty member’s department or college, by the end of the quarter’s official grading period.