Fiscal Year 2020-21
UNDERGRADUATE RESEARCH ASSISTANT PROGRAM

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 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 students' overall academic experience, and more effectively prepares students who intend to pursue graduate level or professional studies or 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 to a group of faculty members who are directing a research project.

This program effectively carries out components of the University's Strategic Goals for GROUNDING 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 up to four hours of internship credit, contingent on the approval of the department from which the student is seeking*
such. If faculty and departments wish to grant credit for students accepted into this program, they will need to enroll students in a related course/independent study. To earn Experiential Credit in the Liberal Studies program, the course must be approved for the EL requirement by the LSP or design a course and take it through the established approval process.

Funding:
In 2020-21, student assistants will be paid $14.00 per hour. Colleges will grant applicants units entailing 75 hours of work for $1,050.00.

Deadlines:
The deadline for the first round of applications—for student assistants who will work in the Summer or Autumn Quarters/semesters—is June 1st. The deadline for assistant positions for the second round of applications for student assistants who will work in the Winter or Spring Quarters is October 26th.

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. The Assistant may work a maximum of 75 hours per quarter. A faculty member may only apply for one assistant per quarter.Preference will be given to enabling the largest number of faculty to have some level of assistance

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 Research Assistant.
3. Equitable distribution of available assistantships.
4. Special consideration of first-time faculty applications, and applications by non-tenured faculty.

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. Failure to submit evaluation forms will render recipients ineligible for future LAS grants.

04/22/2020