Course Description:

HAA 1909 – Undergraduate Research Assistantship. 1 – 3 credits. S/N grade.

This course enables students to receive academic credit for serving as assistants to faculty members who are conducting pre-existing research projects (i.e. preparing work for publication or a conference). This collaboration will result in a meaningful experience for the student that introduces them to and gives them grounding in the ethos and mechanics of research and publication.

Given the distinctive aspects of this learning experience, there is no official syllabus, however students and faculty who participate in this course are required to submit a signed contract to the department prior to the start of the semester in which the research assistantship will occur which is subject to approval by the undergraduate committee.   This course can be taken for 1, 2 or 3 credits. Please consult the departmental contract to determine how many credits are appropriate. HAA 1909 is an S/N course and is not taken for a letter grade.

HAA 1909: Undergraduate Research Assistantship
GUIDELINES + CONTRACT

The activities in which undergraduate research assistants are involved are to provide a meaningful learning experience, one that introduces them to and gives them grounding in the ethos and mechanics of publication and research. Only proposals which outline a meaningful educational experience for the student will be approved for academic credit.

Suggested activities appropriate for undergraduate research assistants are as follows.

Depending on an individual faculty mentor's goals and needs, the following serve as suitable examples of valuable activities with which an undergraduate RA could be involved:

- Participating in the production of an annotated bibliography
- Undertaking foundational research that enables a faculty member to keep abreast of current research in the field; i.e. undertaking current periodical reviews
- Conducting basic archival research on local resources
- Working with reference librarians on specialized research queries
- Production of supplementary material that supports the faculty member's publication (i.e. derivation of maps, diagrams, plans)

No more than 25% of an undergraduate Research Assistant's time should be devoted to administrative or clerical tasks that include but are not limited to the following:
- maintaining websites
- managing visual resources
- scanning and photocopying
- typing and data entry
- correspondence

Undergraduate research assistants should NOT be involved in work unrelated to the faculty mentor's research project(s).

Faculty members who are working with undergraduate research assistants

should:

- Meet with the student regularly throughout the term.
- Review and provide feedback on any work the research assistant has produced
- Create an educational environment
- Notify the chair of the undergraduate committee and the student if the quality of work and effort is insufficient to earn a passing grade for the course PRIOR to the monitored withdraw deadline.
- Provide an evaluation of the learning experience and the URA's performance to the department upon completion of the research assistantship.

Arts and Sciences students interested in or undertaking undergraduate research assistantships:

- Should be University of Pittsburgh Arts and Sciences undergraduate students in good academic standing with a GPA of 3.0 or higher.
- Should meet regularly with the faculty member throughout the semester.
- Should work responsibly toward the completion of assigned tasks by the required due date.
- Should keep a journal or log that tracks the tasks assigned and hours required for the completion of these tasks
- Should provide an evaluation of the learning experience to the department upon completion of the research assistantship.

Earning Credit

An undergraduate research assistant should receive credit through the departmental course HAA 1909 commensurate with effort (i.e., the number of hours per week the student works on the research project). The following examples indicate the relationship between the number of hours a student spends on a research-related assignment and credit.

Number of Credits to be earned	Student Involvement: meeting with faculty mentor, completing assignments and tasks related to and supporting the broader research project
1 credit	3 – 5 hours per week
2 credits	6 – 10 hours per week
3 credits	12 – 15 hours per week

Policy on Academic Integrity

Cheating or plagiarism on any assignment will not be tolerated. A student found to be in violation of academic integrity will receive a failing grade for the course (N) and the student will be referred to the dean's office for disciplinary action pursuant to the University's Academic Integrity Code (http://www.fcas.pitt.edu/academicintegrity.html).

Disability Policy

If you have a disability for which you are or may be requesting an accommodation, you must contact your faculty mentor and the Office of Disability Resources and Services [216 William Pitt Union, 412-648-7890; 412-383-7355 (TTY)] early in the term. DRS will verify your disability and determine reasonable accommodations for this course.

E-mail Policy

Each student is issued a University e-mail address (username@pitt.edu) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their email via other service providers (e.g. Hotmail, AOL, Yahoo). Students that choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does no absolve the student from responding to official communications sent to their University e-mail address. To forward e-mail sent to your University account, go to http://accounts.pitt.edu, log into your account, click on *Edit Forwarding Addresses*, and follow the instructions on the page. Be sure to log out of your account when you have finished. (*For the full E-mail Communication Policy, go to www.bc.pitt.edu/policies/policy/09/09-10-01.html.*)

Faculty and students seeking to establish an undergraduate research assistantship must complete the information requested below, sign this document, and return it to the departmental office no later than the first day of class in the semester in which the research assistantship will occur.

FACULTY MENTOR:	
GENERAL OVERVIEW OF PROJECT ON WHICH STUDENT IS ASSISTING:	
SEMESTER:	
NAME OF STUDENT SERVING AS RA	
# OF CREDITS TO BE EARNED BY STUDENT	

In the space below or on in a separate letter, please provide a rationale statement, articulating why having an undergraduate research assistant is desirable and how this experience will be of educational benefit for the student. Articulate in this statement why this student is an apt candidate for this position. Does he or she possess certain skills or educational experiences that are optimal to conducting this research?

Please list the tasks and responsibilities the student will undertake this semester as a research assistant, with a description of how many hours per week are to be devoted to each activity. NOTE: NO MORE THAN 25% OF THE STUDENT'S WEEKLY TIME CAN BE DEVOTED TO TASKS THAT ARE ADMINISTRATIVE OR CLERICAL AS THEY ARE LISTED ABOVE.

TASK	HOURS PER WEEK

I HAVE READ THE HAA 1909: UNDERGRADUATE RESEARCH ASSISTANTSHIP GUIDELINES LISTED ABOVE AND THE SPECIFIC TERMS THAT PERTAIN TO MY ROLE IN THE SPECIFIED COURSE AND I AGREE TO ABIDE BY THEM.

_____   _____
Signature of Faculty Mentor   Date

_____   _____
Signature of Undergraduate TA   Date

_____   _____
Signature of Chair of Undergraduate Committee or Department Chair   Date