

Undergraduate Research Assistantship Guidelines

DEPARTMENT OF HISTORY & PHILOSOPHY



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. URAs 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.

1. Faculty Eligibility

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

2. Key (Limiting) Department Policies

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

Students may not substitute URA HIST 4400 courses for existing regular courses.

3. Eligible Students

Applicants 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. Application and Approval Process

- A. Students should contact the faculty member they wish to work with and provide details such as class standing (freshman, sophomore, junior, senior), skills that qualify them for the URA position, and how many hours they will be able to work during the semester.
- B. The applicable faculty member will review the request. If approved, the faculty member will create the tentative syllabi for the course. The syllabi should be reviewed by the faculty member and the student.
- C. Faculty member will prepare and complete the Registrar Directed Study Form on the Registrar's website.

5. Eligible Research Projects

A research project must:

- Include a well-defined program of reading and/or tutorial instruction to prepare the student for full participation in the project.
- Involve regular and significant interaction between the faculty member and the student.
- Involve activities that require historical judgment on the part of the student.
- 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.