**Political Science Department Undergraduate Research Assistant Application**

**Fall 2016**

Want to get involved in political science research but don’t know how? This program is for you!

**Overview**

The Political Science Undergraduate Research Assistant program is an opportunity to participate in the research process hands-on in close-collaboration with a faculty member. Research assistants may perform a number of different tasks, including (but not limited to): literature reviews, data collection, data analysis, editing or revisions, or other research-related tasks. Students may work independently or in cooperation with other undergraduate or graduate students. Students may either work 5 hours per week (for 1 credit hour) or 10 hours per week (for 2 credit hours). All credits received for research assistance are S/NC. Faculty sponsors have sole discretion over determining whether you have successfully completed your research tasks and whether you receive credit.

**Application Process**

The application on the reverse side of this paper must be completed in its entirety for consideration for this program. **The department of Political Science elects the students to participate in this program given their evaluation of students’ strengths and faculty members’ research needs. Applying is no guarantee that you will be extended a research position.** By submitting this application, you acknowledge that you have read and understood these terms and conditions. Applications may be submitted via email or mail to Dr. Katherine Francis, academic advisor, at [francisk@pitt.edu](mailto:francisk@pitt.edu). Applications submitted before the end of the semester will be given preference.

**What Happens Next?**

If accepted, you will receive an email indicating that you are being offered a research position. That email will contain more details and ask you to contact your faculty sponsor and set up a meeting to introduce yourself.

In that initial meeting with your faculty sponsor, you need to complete the Undergraduate Research Assistant Agreement. (This agreement will be provided to you at a later date.) You then need to return the completed agreement to an academic advisor in the Political Science department. You will not be registered for credit unless an advisor has received the completed research agreement by the semester add/drop deadline.

Once the semester begins, you will commence working for your faculty sponsor. Your faculty sponsor will indicate the tasks that need to be completed, and will be responsible for answering or addressing any questions or concerns you may have. At the end of the semester, the faculty sponsor reports whether you receive credit for the semester to the academic advisors, and your grade (S/NC) is entered.

**Political Science Undergraduate Research Assistant Application**

**Last Name:**

**First Name:**

**PeopleSoft ID number:**

**Major:**

**Second major (if applicable):**

**Minors/certificates:**

**GPA in PS classes:**

**Overall GPA:**

**Have you taken PS 0700: Research Methods?** *Yes No*

**Circle final grade in PS 0700:** *A+ A A-*

*B+ B B-*

*C+ C C- D+ or lower*

**What interests you about researching with a faculty member?**

**What do you hope to learn or gain from this experience?**

**What skills or experiences do you have that would qualify you to be an undergraduate research assistant?**

**Please describe your career goals and how participating in this program would further them.**