



## **Rules and Procedures for Research Assistantships**

### WMNST 494

A **Research Assistantship (WMNST 494)** can provide you with the opportunity to gain valuable research experience by assisting WGSS faculty on research projects, while earning course credit.

#### **FAQs:**

##### **How do you get an RAship?**

You are most likely to take on a research assistantship with a professor you have already taken a course from, and whose research falls within an area you are particularly interested in. If you feel you would like to work with that faculty member in a research capacity, check out their research profile at [wgss.la.psu.edu/people](http://wgss.la.psu.edu/people). Then: write them an email! Ask whether they have any research opportunities for an undergraduate, and, if so, you could come speak them about being an RA for a semester.

Research assistants are selected entirely at the discretion of faculty. If a professor agrees to take you on you will negotiate a specific work plan, as well as a standard for evaluation of your work. the student's work.

##### **What are the responsibilities of an RA?**

That depends on you and your faculty director! Your faculty director will explain the broader functions and implications of their research, and together you can work out what research tasks are most appropriate for you to work on over the semester. Because our faculty take their research seriously, evaluative standards will be based on your completion of tasks assigned to you. While occasional clerical work (such as retrieving materials from the library) may be necessary, but should not comprise your primary duties.

**Is an RAship more work? Or less?** You should anticipate that a research assistantship will be at least as demanding, and be prepared to devote the necessary time and energy to the project. In order for a research assistantship to be approved, your workload must be commensurate with that of other 400-level Women's Studies courses. University guidelines dictate that for each credit of WMNST 494 a student must work 3 hours per week; thus, in order to earn 3 credits of WMNST 494 a student is expected to work a minimum of 9 hours per week for each of the 15 weeks of a fall/spring semester, or 18 hours per week during a 6-week summer session.

##### **How will you be graded?**

On the application form, the criteria for grading must be clearly articulated, as they would be on a syllabus.

##### **How do you get registered?**

You cannot register yourself into WMNST 494; only WGSS staff are able to do this. Please fill out the application form fully. There are sections for both you and your faculty adviser to fill out. When both you and your adviser have *both signed* the forms, deliver them (electronically is fine) to the departmental Director of Undergraduate Programs. Once the Director has signed the forms, they will submit the forms to the staff person in charge of registering you. The staff person will inform by email when you are registered (within 48 hours, and usually sooner than that).



**PennState**  
College of the Liberal Arts  
Department of Women's, Gender, and  
Sexuality Studies ([wgss.la.psu.edu](http://wgss.la.psu.edu))

## Research Assistantship Application

WMNST 494

---

Name

Expected date of graduation

Please list your major(s) and minor(s) below:

Have you served as a Research Assistant before? If so, describe the assistantship(s) below:

Please indicate (below or on a separate sheet of paper) your reasons for pursuing a research assistantship. Include a statement on how you see the experience aligning with your educational and/or professional goals, and what characteristics you possess that will make you a good research assistant .

***Please attach a copy of your transcript for verification of your eligibility to serve as an RA.***



## Terms of the Research Assistantship

### WMNST 494

*Please provide the following information, either on this form or on a separate sheet of paper, and submit with the attached Signature Form page to the Director of Undergraduate Programs in Greenberg 062 (email: [jaw55@psu.edu](mailto:jaw55@psu.edu)). This must be done before you can be registered for WMNST 494. ONLY the department can register you.*

**Number of credits** \_\_\_\_\_

**To be completed** (semester/year) \_\_\_\_\_

#### ■ **Work Plan**

*Describe in as much detail as possible the student's workload*

#### ■ **Method of evaluation**

*On what criteria will the student's final grade be based?*



# Signature Form

## WMNST 494

*I have read and understand the Rules and Procedures for Women's Studies Research Assistantships, and I agree to the terms established for this assistantship. (Registration will not be permitted without the signatures below.)*

**Student**

Student's name (please print)

PSU ID#

Phone number(s)

E-mail

Student's signature

Date

**Faculty**

Faculty director (please print)

PSU ID#

Phone number(s)

E-mail

Faculty director's signature

Date

**Undergraduate Director**

I approve this student's registration for \_\_\_\_\_ WMNST 494 credits in \_\_\_\_\_  
# Semester/year

Undergraduate director's signature

Date