

GLBL 492: UG RESEARCH ASSISTANCE

PROCEDURES FOR DESIGNATION AND APPROVAL OF RESEARCH PROJECTS, SELECTION OF STUDENTS, AND GRADING PROCEDURES

OVERVIEW

GLBL 492 is a course that allows undergraduates to receive credit for assisting faculty with the faculty member's research project. In general, *for each hour of credit*, an undergraduate student is expected to complete three hours of research assistance per week for an entire semester. Students will also complete a ten-page capstone paper each semester. The time per week does not include training or meeting with the supervising faculty member, time spent on the student's own research paper or on research uniquely associated with the capstone project. The faculty member must have weekly contact with the student adequate to keep the faculty member apprised of, and provide feedback on, the work that the student is doing. In that contact, the faculty member shall engage the student on substance of the research that is of educational benefit to the student. Students may not present or publish research based on this research assistance without the permission of, and attribution to, the supervising faculty member. If working with faculty from other departments or programs on campus, Global Studies students have the option to use this course for credit if there is no equivalent in the faculty member's home department with the approval of their faculty mentor.

FACULTY PROPOSAL PROCESS

Any UIUC faculty member, regardless of home department, may utilize this course rubric for projects for Global Studies majors who are providing research assistance. The proposal must be reviewed and approved by the Global Studies Program. The proposal should contain the following information:

- The Title of the Project;
- A brief description (~50-100 words) of the project and of the assistance to be provided by students. The description must include:
 - The number of credit hours and any particular times, dates or places where students must be present should be noted on the proposal. They should be standard for all students engaged in the task. (Generally, students should not perform clerical or administrative tasks. Students should not participate in any activity involving a non-trivial risk of substantial personal injury, financial harm or other injury or harm to students or third parties, including, for example, operation of a motor vehicle.)
 - The description should include a statement about the capstone paper that will be completed by the student;
 - A description of student qualifications sought for the research project, *e.g.*, gpa, class year, and/or specialized skills such as experience with particular software or proficiency in particular languages and a discussion of particular skills that the students will learn, *e.g.*, management of human subject, experience in a laboratory, software programs, particular skills, etc.
- An approved project may be repeated in subsequent academic years (for a different set of students), without further approval, but Global Studies may require a report on academic success

and completion of students participating in the project before allowing additional students to register.

Once approved, faculty members may arrange to recruit students for their project at Global Studies events, with short presentations in Global Studies classes, or request circulation of project information through the Global Studies listserv, social media outlets, or other means. Copies of approved projects should be forwarded to the Undergraduate Studies Office.

STUDENT APPROVAL PROCESS

Applications by students for admission to GLOBL 492 should be made directly to the supervising faculty member. Normally, a letter or email to the faculty member with a resume attached is a sufficient application. In any case, the faculty member shall determine student acceptability for the course based on his or her review of the student applications.

Registration for a student in a research assistance course will work as for any other course except that approval by Global Studies will be required for registration. To obtain this approval, a student must submit a form with the following information:

- The student's name, university identification number and email address;
- A copy of the approved proposal outlined above;
- An acknowledgement of risk and responsibility, if applicable;
- An acknowledgement of duty to protect human subjects, if applicable;
- An acknowledgement of the obligation not to publish or disseminate the research undertaken without the permission of, and attribution to, the supervising professor; and
- The signature of the supervising professor.

REGISTRATION AND GRADING

Once a student has received departmental approval, he or she will receive instructions on registering for the course. As with any other course, students will receive a letter grade for their work at the end of the term. However, the nature of the research may be such that the research extends over more than one term. In such cases, students should receive (and faculty should assign) a deferred grade (DFR) as students should be graded on their final paper and not interim drafts or progress on data collection or analysis.

Approval Timelines

For Spring semester projects, faculty members should submit proposals to Global Studies by October 1 and receive a final decision on acceptance of the proposal by November 1. For Fall semester projects, faculty members should submit proposals by April 1 and receive a final decision on acceptance of the proposal by May 1. The schedule for summer proposals will be more flexible, given the different nature of recruitment and scheduling for summer projects.

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