

Guidelines for Working with Undergraduates in Research

1. The Director of Undergraduate Research (DOR) will contact faculty each quarter to ascertain their need for research assistance and will coordinate the recruitment of undergraduate research assistants each quarter. Recruitment of research assistants will be made via email and the PSI CHI bulletin board. Recruitment from psychology classes will be considered under special circumstances.
2. The undergraduate will complete a learning contract (with the intended faculty researcher) that describes the research duties and the faculty's role in mentoring them. Once the contract has been completed, it should be returned to the DOR for approval such that the student can be cleared to register. The DOR will maintain records of all undergraduate contracts.
3. The faculty member is the primary supervisor of the undergraduate research assistant and will assign their grades at the end of the quarter. While the faculty member assigns the grade, the DOR will enter the grade you assign into Banner.
4. Students taking 2361 *Research Experience in Psychology* and 4970 *Independent Research* will be graded based on the fulfillment of duties as described in the learning contract (please consult the catalog for credit limits, prerequisites and course requirements). Each faculty member must have a means by which to assess student performance in order to assign grades. In addition, students completing 4970 must show a level of proficiency within the research area by completing a written report as defined by the faculty member (e.g., manuscript, poster presentation, etc.).
5. All undergraduates must participate for course credit. Student cannot participate on a volunteer basis. This provides a structure that encourages accountability to the learning contract on the part of both faculty and student.
6. Alumni can volunteer but need to complete an alumni volunteer form and return it to the DOR.
7. Undergraduate faculty will have higher priority than graduate psychology faculty in working with undergraduate research assistants. Faculty needs for research assistants will have higher priority than graduate student projects. Once faculty needs have been met, graduate students will be allowed to work with undergraduate research assistants.
8. Graduate students should have their supervising faculty member contact the DOR with their undergraduate research assistance requests. Graduate students should not send requests directly. The supervising faculty is thus kept apprised of all undergraduate-related issues in their graduate students' research.