Course Description:

LATIN 1904: Undergraduate Research Assistantship
1 – 3 credits. S/N grade.

This course enables advanced majors to receive academic credit for serving as assistants to faculty members who are conducting research projects (e.g., compiling a bibliography for a new class, preparing a work for publication, creating a conference presentation, et cetera). This collaborative project will result in a meaningful experience that will provide the student with a foundation in the mechanics of research and publication.

Given the variable aspects of this learning experience, there is no official syllabus. However, students and faculty who participate in this course are required to submit a signed contract to the department prior to the start of the semester in which the teaching assistantship is to occur.
This contract is subject to approval by the undergraduate committee.

This course can be taken for 1, 2 or 3 credits (see below for criteria and details). LATIN 1904 is an S/N course, and is not taken for a letter grade.

LATIN 1904: Undergraduate Research Assistant
Guidelines and Contract

The activities assigned to undergraduate research assistants MUST be connected to the Faculty Mentor's research project(s) and are meant to provide students with a foundation in research and a meaningful learning experience.

Suggested activities appropriate for undergraduate research assistants:
- Participating in the production of an annotated bibliography
- Undertaking foundational research that enables a faculty member to keep up-to-date on current research in the field (e.g., review of current periodicals)
- Working with reference librarians on specialized research queries
- Production of supplementary material that supports the Faculty Mentor's publication or conference presentation (e.g., maps, diagrams, plans, PowerPoint presentations)

Please note that no more than 25% of an undergraduate TA's time should be devoted to administrative or clerical tasks which include but are not limited to the following:
- Maintaining websites
- Managing visual resources
- Scanning and photocopying
- Typing and data entry
- Correspondence

Faculty members who are working with undergraduate research assistants should:
- Meet with the student or students regularly throughout the term
- Review and provide feedback on any work the research assistant has produced
- Create an educational environment
- Notify the Director of Undergraduate Studies and the student if the quality of work and effort is insufficient to earn a passing grade for the course PRIOR to the monitored withdraw deadline
- Provide an evaluation of the learning experience and the student's performance to the department upon completion of the research assistantship

Kenneth P. Dietrich School of Arts and Sciences students interested in undergraduate research assistantships:
- Should be University of Pittsburgh Kenneth P. Dietrich School of Arts and Sciences undergraduate students in good academic standing with a GPA of 3.5 or higher
- Should meet regularly with the faculty member throughout the semester
- Should work responsibly toward the completion of assigned tasks by the required due date
- Should keep a journal or log that tracks the tasks assigned and hours required for the completion of these tasks
- Should provide an evaluation of the learning experience to the department upon completion of the research assistantship

Earning Credit

An undergraduate research assistant should receive credit through the departmental course LATIN 1904 commensurate with effort (i.e., the number of hours per week the student works on the research project). The following examples indicate the relationship between the number of hours a student spends on a research-related assignment and credit.

Number of credits to be earned	Student Involvement: attending lectures, meeting with Faculty Mentor, completing assignments and tasks related to and supporting the broader research project
1 credit	3-5 hours per week
2 credits	6-10 hours per week
3 credits	12-15 hours per week

Policy on Academic Integrity

Cheating or plagiarism on any assignment will not be tolerated. Students suspected of violating the University of Pittsburgh Policy on Academic Integrity, from the February 1974 Senate Committee on Tenure and Academic Freedom reported to the Senate Council, will be required to participate in the outlined procedural process as initiated by the instructor. A minimum sanction of a zero score for the quiz or exam will be imposed. View the complete policy at the Office of the Provost's statement on Academic Integrity Guidelines here.

Disability Policy

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your Faculty Mentor and the Office of Disability Resources and Services, 140 William Pitt Union, 412-648-7890, as early as possible in the term. Disability Resources and Services will verify your disability and determine reasonable accommodations for this course. For more information, visit the Office of Institutional Engagement and Wellbeing's page on Disability Resources and Services here.

E-mail Policy

Each student is issued a University e-mail address (username@pitt.edu) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their e-mail via other service providers (e.g., Hotmail, AOL, Yahoo). Students that choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does not absolve the student from responding to official communications sent to their University e-mail address. To forward e-mail sent to your University account, go to http://accounts.pitt.edu, log into your account, click on Edit Forwarding Addresses, and follow the instructions on the page. Be sure to log out of your account when you have finished. For the full E-mail Communication, please see the Kenneth P. Dietrich School of Arts & Sciences' E-Mail Communication Statement here.

LATIN 1904 Undergraduate Research Assistant Contract

Faculty and students seeking to establish an undergraduate research assistantship must complete the information requested below, sign this document, and return it to the departmental office no later than the first day of class for which the research assistantship will occur.

Faculty Mentor	
Overview of project	
Semester	
Name of student	
Number of credits to be earned by student	

In a separate letter, please provide a rationale statement that describes why having an undergraduate research assistant is desirable and how this experience will be of educational benefit for the student. Discuss why this student is an apt candidate for this position (e.g., does the student possess certain skills or educational experiences that are optimal to conducting this research?).

Please list the tasks and responsibilities the student will undertake this semester as a research assistant, with a description of how many hours per week are to be devoted to each activity. NOTE: NO MORE THAN 25% OF THE STUDENT'S WEEKLY TIME CAN BE DEVOTED TO TASKS THAT ARE ADMINISTRATIVE AS THEY ARE DEFINED ABOVE:

Task	Hours Per Week

I HAVE READ THE LATIN 1904: UNDERGRADUATE RESEARCH ASSISTANTSHIP GUIDELINES LISTED ABOVE AND THE SPECIFIC TERMS THAT PERTAIN TO MY ROLE IN THE SPECIFIED COURSE AND I AGREE TO ABIDE BY THEM.

_____   _____
Signature of Faculty Mentor   Date

_____   _____
Signature of Research Assistant   Date

_____   _____
Signature of Department Chair   Date