SERSCA Undergraduate Assistantship
Program Guidelines & Requirements
2022-23 AY Competition

Overview

The SERSCA Undergraduate Assistantship program is designed to provide opportunities for undergraduate students to work under the direct supervision of a Faculty Sponsor on research, scholarship, and/or creative projects.

The SERSCA program expects to make ten (10) awards for the 2022-23 AY.

Benefits

Each UGA award sponsored is equivalent to 90 hours of student employment.

Eligibility Requirements

To be considered for a UGA award, each student applicant must be:

- currently enrolled as an undergraduate student at Stanislaus State;

- sponsored by a faculty member.

To be eligible as a Faculty Sponsor, a faculty member must be employed by the University as a faculty member/instructor for the duration of the project

Application restrictions:

- A faculty member may sponsor two (2) students per academic year;

- Students may apply for one (1) UGA award per academic year.

Program/Award Requirements

If awarded, students **and** Faculty Sponsors must adhere to the following funding requirements:

- Communicate regularly to discuss project goals, progress, and objectives;

- Student(s) must complete a final report upon completion of the project or no later than June 1, 2023.

Role of the Faculty Sponsor

The Faculty Sponsor has an integral role in the Undergraduate Assistantship award. The Faculty Sponsor functions as the direct supervisor of their UGA student(s) and is responsible for the following:

- Conduct regular meetings with UGA student(s) to discuss project objectives, goals, and plans;

- Monitor student(s)' work schedule throughout the duration of the award;

- Verify that students are reporting hours worked each month;

- Notify SERSCA immediately of a returned or incomplete award;

- Maintain supervision of the student(s) until project completion.

Application Instructions

Student(s) must complete an application on InfoReady by the deadline. Note that the student application requires a number of written responses to questions about the project; the student should work with their faculty sponsor to carefully plan and discuss the project together prior to submitting the application.

After the student has applied on InfoReady, the application will be automatically routed to the designated faculty sponsor for review and approval. The faculty sponsor will be required to answer additional questions about the UGA project, and must submit their review by the deadline for the application to be considered for funding.

Application Deadline: Monday, September 12th by 11:59pm.

Review Process

The SERSCA team will review all submitted applications for completeness. All eligible applications will be reviewed by the SERSCA team.

The SERSCA team will consider the applications using the following criteria:

- Application is well-written and conceived;
- Clear articulation of how the proposed project aligns with the student's future academic and career goals;
- Significance of the experience to the student(s)
- Project impact based on whether the project is expected to result in one of the following:
  - Teaching experience or curriculum development;
  - Partnership with an outside organization;
  - Completion of all or part of a capstone project/senior thesis;
  - Presentation at an academic conference;
  - Publication.
- Clear articulation of the mentorship plan and work schedule, including projected work hours.

Review Period: Tuesday, September 13th – Monday, September 19th

Notification of Decision

SERSCA will notify all applicants (via email) of the results of the UGA competition.

Notification Date: Wednesday, September 21st

<u>Start Date of Awarded Projects</u>

While awarded UGA students will be notified of the award decision by the above date, additional hiring steps are required to process the award (including documentation verifying eligibility to work in the U.S.). As this process can take several weeks please be mindful that students **may not begin reporting hours until given an official start date by Faculty Affairs.**

Each UGA project is unique – some awardees may hope to begin work in the fall semester, while others may be scheduled to begin in the spring semester. Regardless of the planned start date of each UGA project, every awardee must comply with Faculty Affairs; no project may begin until Faculty Affairs has issued an official offer letter to the student, and received back a signed copy.

Estimated Start Date of Awarded Projects: early October, but not until cleared by Faculty Affairs

<u>Conclusion of Awarded Projects</u>

All UGA projects awarded during the 2022-23 AY competition must conclude by May 31, 2023.

End of Awarded Projects: May 31, 2023