

SERSCA Undergraduate Assistantship
Program Guidelines & Requirements
2023-24 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.

*****Funding for the SERSCA program has been reduced this year. There will be only nine (9) Undergraduate Assistantships awarded for the 2023-24AY, and it is expected to be a competitive process.*****

Award

Each UGA award sponsored is equivalent to 120 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 must complete a final report upon completion of the project or no later than June 1, 2024.

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

All applications must be submitted through InfoReady and contain two parts:

Part 1 – Student Application. The student applicant should work with their faculty sponsor to carefully plan and discuss the project together prior to submitting their portion of the application.

Part 2 -- Faculty Sponsor review and approval. The faculty sponsor will be required to answer additional questions about the GA project and must submit their review by the deadline for the application to be considered for funding.

Application Deadlines

Description	Deadline
Application Submission	September 11, 2023 by 11:59pm
Notification of Award	September 20, 2023
Estimated Start Date	Estimated early October -- not until hired by Faculty Affairs
End Date	May 31, 2024

Review Process

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
- project impact based on whether the project is expected to result in one of the following:
 - 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.

Notification of Decision

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

Award Dates

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. All UGA projects awarded during the 2023-24 AY competition must conclude by May 31, 2024.