SERSCA Undergraduate Assistantship

Program Guidelines & Requirements

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 fifteen (15) UGA awards for the 2019-20AY.

Benefits

Each UGA award sponsored is equivalent to 80 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 1 UGA (80 hours) or 2 UGA's at (40 hours) per academic year.
- Students may only apply for one UGA award per academic year;

Program/Award Requirements

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

- Meet 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, 2020.

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:

- Meet regularly 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) and their Faculty Sponsor must **each** complete an application on InfoReady by the deadline. Note that both the faculty sponsor and the student applications require a number of written responses to questions about the project; both student and faculty should plan on carefully discussing the project together prior to submitting their applications. ***Applications will not be considered complete unless both student(s) and the faculty sponsor have submitted applications by the deadline.***

Application Deadline: Thursday, October 3rd by 5:00pm

Review Process

The SERSCA team will collate the student and faculty advisor applications and review for completeness. All eligible applications will be forwarded for review to the review panel.

The review panel 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;
- Student(s) has not previously received a UGA award.

Review Period: Friday, October 4th – Thursday, October 10th

Notification of Decision

SERSCA will notify all applicants (via email) of the results of the UGA competition and results of the competition will also be posted on the website at www.csustan.edu/office-research-sponsored-programs/sersca-program.

Notification Date: Friday, October 11th

Start Date of Awarded Projects

While awarded UGA students will be notified on October 11th, additional paperwork is required to process the award (including documentation verifying eligibility to work in the U.S.). As this process can take up to 3 weeks, please be mindful that these projects *may not* begin until November, and some awards may take longer to process.

Expected Start Date of Awarded Projects: November

Conclusion of Awarded Projects

All UGA projects must conclude by May 29, 2020.

End of Awarded Projects: Thursday, May 29th