

EASTERN UNIVERSITY
UNDERGRADUATE STUDENT TEACHING or RESEARCH ASSISTANT

A faculty member may invite an undergraduate student to serve as **teaching assistant** for a course. The faculty member will serve as a mentor in the teaching-learning enterprise and the student will learn methods of undergraduate instruction and student assessment through observation, experience and reflection.

A faculty member may invite an undergraduate student to serve as **research assistant** on a research project in which the faculty member is engaged. The faculty member will serve as a mentor in the research enterprise and the student will learn methods of research within the discipline, as well as forms and procedures for public presentation appropriate for the work (e.g., journal article, book, poster, conference presentation).

A minimum of 40 hours of assistantship is required for each academic credit awarded. A student may be selected more than once and accrue up to six credits in each category of assistantship. Undergraduate student assistantship may not fulfill major requirements or substitute for any course requiring the student to be engaged in his or her own research (such as a department Culminating Senior Experience course). Letter grading applies.

Form must be processed by the end of the ADD period of the semester in which the assistantship is to take place.

Check one:

___ Teaching Assistantship 498

___ Research Assistantship 499

Specify:

Semester/Year _____ / _____

Number of credits to be registered _____

Department _____ Faculty _____

Student _____ Phone _____ Student ID# _____

Student e-mail address _____ Faculty e-mail address _____

Describe the overall faculty project

Describe the work the student will undertake

How will mentoring take place?

How will the student be evaluated?

Signatures below confirm approval:

Faculty/Instructor _____ Date: _____

Dept. Chair/Program Director _____ Date: _____

Distribution: **Original**-Registrar, **Copies**-Student, Faculty Supervisor