



WGS 4000-Section: Individual Study

Research Assistant

[Enter Semester and Year Here]

[Enter Faculty Details Here]

Supervisors: Dr. Elizabeth Sharp (Director) & Visiting Assistant Professor (WGS) or Instructor (WGS)

The purpose of this research experience is to provide students the opportunity to become immersed into the day-to-day aspects of planning and carrying out of research endeavors. This should not be looked upon as an easy way for course credit or a letter of recommendation. Students are also encouraged to work on their own research project under the supervision of the Director and Visiting Assistant Professor or Instructor.

Hours should be utilized to:

- (1) Increase productivity for the study
- (2) Increase academic growth for all the researchers involved
- (3) Create an ethical and safe environment to conduct research.

During the fall and spring semesters, students are expected to work three hours per week per credit hour of WS 4000, plus an additional hour for weekly research meetings (10 total hours per week). During a summer semester, due to the condensed nature of the course, students are expected to work ten hours per week per credit hour, including an hour for weekly research meetings (30 total hours per week).

Research Assistant's Responsibilities

1. Research assistants should treat this experience as a JOB. This means behaving professionally, responding to communication quickly, providing your best work, and making it a personal priority as you would with any other job.
2. Research assistants are expected to attend weekly research meetings with the Director and Visiting Assistant Professor or Instructor, which counts toward 1 of the 10 (or 30) required weekly hours.
3. Research assistants are expected to turn in a timesheet at each weekly research meeting describing how many hours were spent on different tasks during the previous week. A timesheet template will be provided.
4. Research assistants are expected to seek clarification of anything in the procedure of the study that they do not completely understand.
5. Research assistants must behave professionally at all times. They should be on time and aware of the influence they possess due to their position of authority.
6. Research assistants are expected to dress professionally when working with participants.
7. Research assistants are not permitted to remove data at any time.
8. Research assistants are expected to use professional language while working with participants, at research meetings, or dealing with other lab business.
9. Research assistants are expected to always be responsible with any equipment including cameras, computers, software, data files, etc. No misuse of these items is allowed, including internet surfing or checking social media sites.



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10. Research assistants should not alter or tamper with the organizational structure of electronic or physical files without permission from a supervisor.
11. Research assistants are responsible of checking their e-mails daily and responding within 24 hours over lab duties.
12. Research assistants do not have the right to change a research procedure without notifying their supervisor.
13. Research assistants may not discontinue service in the middle of the agreed upon semester without a sound reason.
14. Research assistants are expected to notify their supervisor immediately if there are any changes in hours or commitment to the project.
15. Research assistants are expected to keep any information about participants completely confidential.

Letters of Recommendations/References

Many undergraduate students join research to obtain letters of recommendation for graduate or professional schools. Letters of recommendation can be provided for students who have engaged in the work for two or more semesters (1 year commitment required). Research assistants should ask for these letters of recommendation in advance. To maximize the quality of the type of letter we might write:

- A. Be a good research assistant (RA).
- B. Follow instructions carefully.
- C. Ask questions rather than make assumptions.
- D. Be attentive to your work. Do not be sloppy.
- E. Notify in advance when you are sick, can't make it, or will be late. Please do not just fail to show up.
- F. Carefully document your hours and time. Hours are counted when you are working in the lab.
- G. If you are very sick it may be best not to come to work. Talk to your supervisor.