**Student Information for Sociology 493: Research Assistant in Sociology (1-4)**

**CATALOG DESCRIPTION:** Open only to advanced students. Gives students experience in assisting faculty with data collection, library research, and/or data analysis linked to sociological research and writing. Grade only. May be repeated for credit, but only 4 units total of SOCI 490, 493, and 495 may be used toward the major. Prerequisite: consent of instructor.

**Sociology 493 Course Requirements**

Research assistantships will vary in the amount and type of work required, which is decided in consultation with the faculty advisor, students will be expected to complete at least the following:

- For each Sociology 493 unit, students must complete 45 hours of work in the field. Thus:

<table>
<thead>
<tr>
<th>Units</th>
<th>Minimum Hours of Work</th>
<th>Approximate Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>90</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>135</td>
<td>9</td>
</tr>
<tr>
<td>4</td>
<td>180</td>
<td>12</td>
</tr>
</tbody>
</table>

**Requirements of Students:** 1 unit = 45 hours of work
- Keep log of hours worked and tasks done (bring copy to meetings with instructor)
- Participate in any training sessions that the instructor offers, relevant library workshops
- Attend meetings with instructor, frequency of scheduled meetings to be determined
- Check SSU email regularly and respond to instructor messages promptly
- Complete assigned tasks thoroughly and by assigned due dates

**General Description of Students' Duties:**
The student and professor meet at the beginning of the semester to discuss and sign a formal agreement about which tasks the student will undertake, how many he or she will complete, and what performance standards will be used. Possible tasks might include:
- Retrieving and organizing articles available electronically
- Assembling lists of references on specified topics
- Summarizing literature on specified topics
- Completing relevant readings necessary to do the work
- Assisting with crafting of interview guides and/or survey questionnaires
- Conducting observations, interviews, or content analyses under close guidance of instructor
- Distributing and collecting surveys
- Managing data
- Assuming other research tasks

**Grading:**
Grade only. The final course grade will be based on meeting attendance and participation (required), as well as on prompt and satisfactory completion of assigned tasks.

Approved 05/06/10