Faculty Policies 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.

Requirements of Professors:
- Structure the semester’s tasks
- Organize tasks to fit the unit hours
- Provide advanced research training to complete the tasks
- Meet regularly as needed and as agreed upon with student or students
- Seek IRB coverage to allow research assistants for any assistantship that directly involves human subjects
- Write formal evaluation of student’s performance
- Verify of appropriateness of student’s skills for assigned tasks
- Discuss possible plans for future involvement with student
- File agreement in department office

**Agreement Form to Include:**
- Number of units/hours to be completed
- Anticipated number and length of student-mentor meetings
- Tentative schedule of meeting dates and times
- Description of student duties
- Plan for student to increase skills
- Basis of evaluation

**Additional Notes:**

In addition to receiving units, students may be paid using private or grant funds.

Use the Sociology 495 (Special Study) form to add students to Soci 493. Be sure to cross off Soci 495 and to replace it with Soci 493.

Approved 05/06/10