**Undergraduate Assistantship Program Updated 3/15/2024.**

Overview:

The Undergraduate Assistantship Program involves students in project‐based collaboration with faculty and/or administrative staff to create significant experiential learning opportunities. These opportunities offer student collaborators skills and experiences that will prepare them to advance in their education or chosen professions, while also offering administrative staff and faculty the chance to work closely with student assistants.

For members of programs or departments hiring an undergraduate student assistant for a position that furthers the student’s academic and professional development. A maximum of $1500 is awarded per project. **Application** **deadline: April 15, 2024**.

Criteria and Evaluation:

Projects eligible for funding must meet three basic criteria for integrating student assistance with student learning and professionalization.

1. They create significant experiential learning opportunities for student collaborators, with outcomes that are directly linked to the students’ professional development, ability to pursue life‐long learning, or preparation for current and future educational goals. The student collaborators involved in these programs are not, therefore, to be assigned only clerical or operational duties. Their contributions must be central to the project for which they have been selected and should encourage the development and practice of high‐level skills and knowledge that will serve them in the future.
2. They intentionally provide opportunities for student collaborators to build and reflect on connections between job‐based duties and responsibilities, on the one hand, and academic and professional development, on the other.
3. They explicitly structure opportunities for the student collaborators to enter into a mentoring relationship with the faculty or administrative supervisor, so that goals, questions, and concerns related to, but extending beyond the immediate ends of the proposed project can make their way into the student/faculty conversations.

In addition, the following guidelines and restrictions govern the granting and renewal of these awards.

1. While there is no formal limit on the number of assistantships available to a single unit, program, or office, the selection process will favor funding assistantships in the widest possible variety of fields, across disciplines, departments, and programs.
2. The selection process will favor funding assistantships requested for new projects or projects in their early stages, all else being equal. Units, programs, and departments engaged in projects expected to remain ongoing beyond two years should, therefore, plan to add the cost of such assistantships fully into their annual budgets by year three.
3. A maximum of $1,500 is awarded per project.
4. While more than one student may be involved as collaborators in the proposed project, the available funds, figured at $9.00 per hour of student assistance, must be divided among them. In other words**, the maximum award amount is figured annually per project, not per student assistant**.
5. At the end of the first semester of the assistantship, the student assistant will submit, to the Deputy Provost, a brief (500‐word) statement reflecting on his/her experience in the program so far. Because the student statement answers to one of the key components of this grant, non- receipt of this statement will militate against future requests for funding from the same program or supervisor.
6. Supervisors must agree to provide a brief report on the Assistantship, including a reflection on its successes and shortcomings.
7. The supervising faculty or administrator and his/her program should adhere to the following policies regarding student recruitment and the required qualifications for student collaborators.
   1. Eligible students must be of junior or senior standing during the period of the proposed assistantship and must have a 3.00 University GPA or higher.
   2. Students who meet these qualifications (7.a) may be directly recruited by the faculty or administrative sponsor or may apply to an open call for the assistantship opportunity.
   3. Faculty and staff who receive funding for undergraduate assistantship and who wish to post an open call for applications should contact Debra Wiley (debra.wiley@drake.edu), in Human Resources, to do so.

Application Procedures:

Applications must include the following:

1. An abbreviated (1-2 page) CV highlighting relevant teaching, research, and service activity.
2. A description of the project to which the student assistant will contribute. This description is meant to provide an understanding of the general context within which the student’s work will be situated.
3. A detailed description of the assistantship, with special attention paid to how the student assistant will benefit, both directly and indirectly, from the experience of working in the particular capacity proposed. This description should enumerate, as specifically as possible, the responsibilities to be assigned to the student assistant.
4. When applicable, a plan for securing Institutional Review Board or Institutional Animal Care and Use Committee approval for the use of human and animal subjects.
5. An explicit budget for the total amount requested.

**Awarded funds become available July 1 of the grant academic year and must be used by May 31 of the next year unless prior arrangements to have been made. Under no circumstances can the funds be extended beyond the end of the fiscal year.**