

Undergraduate Assistantship Program FY22

Overview:

The Undergraduate Assistantship Program involves students in project - based collaboration with faculty and/or administrative staff in order 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.

Student Financial Planning provides a 2 - to - 1 match with department, program, or unit funds. A maximum of \$1,100 is awarded per project (for proposals whose total assistantship budget is \$1,650 or more).

Deadline: February 8, 2021 (Submission to the Dean of Schools or Colleges, or to the Director of the Administrative Program)

February 19, 2021 (Proposals forwarded from Deans and Directors to the Office of the Associate Provost)

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. To that end, the Dean or Director from whose program more than one request for an assistantship is received will be asked to rank them and to provide a brief explanation of the ranking.
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 build the cost of such assistantships fully into their annual budgets by year three.
3. The award provides a 2 - to - 1 match with department, program, or unit funds. A maximum of \$1,100 is awarded per project (for proposals whose total assistantship budget is \$1,650 or more). Applicants must contact their department, program, or school's budget officer to ensure that funds will be available to sustain the match in the fiscal year during which the assistantship is to take place.
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, directly to faculty.development@drake.edu, 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.

- a. Eligible students must be of junior or senior standing during the period of the proposed assistantship, and must sustain a 3.00 University GPA or higher throughout the assistantship.
- b. 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.
- c. 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. A completed Uniform Application Cover Sheet.
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 statement of the total amount requested.

Applications must be submitted for preliminary approval and ranking to the Dean of the applicant's College or School (in the case of faculty applications) or to the Director of the applicant's administrative unit by 8 February, 2021.

Deans or Administrative Program Directors will forward applications, along with a brief evaluative statement and ranking of each, to arthur.sanders@drake.edu by February, 19 2021.

The responsibility for the timely submission of complete applications is shared between the individual(s) seeking support and the Deans or Directors responsible for preliminary approval.

Upon final approval, the Student Financial Planning office will initiate arrangements with the faculty or administrative supervisor's home department or program for the payment of student assistants.

Awarded funds become available July 1, 2021 and must be used by May 31, 2022 unless prior arrangements to extend into June 2022 have been made. Under no circumstances can the funds be extended beyond the end of FY22.