

# Psychological & Brain Sciences Research Assistant (Lower Division)

Pass/No Pass: PSY 99P \_\_\_\_\_ or Letter Grade: PSY 99 \_\_\_\_\_

## OBJECTIVE:

Independent research projects are designed to provide undergraduates with the opportunity to expand and apply skills and knowledge gained from their regular undergraduate coursework in a research setting.

## POLICY:

Students wishing to enroll in PSY 99/P must have achieved a cumulative 3.0 GPA or above in the last three quarters. Students must have taken 99P (pass/no pass option) previously to qualify for PSY 99 (letter grade)—the letter grade option requires a paper assigned by their lab supervisor. Two copies must be turned in: one to supervisor for grading, and the other to the department for verification. PSY 99/P is a course open to pre-major students within our department and students in other departments.

## TRAININGS:

Participation in PSY 99/P requires up to two trainings. For training information and instructions, follow directions on the reverse of this form. Trainings need only to be done once per lab.

**Please fill out the following & attach a copy of your unofficial transcript to this form.**

Once complete, bring this signed form and all other supporting documentation to PBS Advising for an add code.

Name: \_\_\_\_\_ Perm #: \_\_\_\_\_ QTR/YR: \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_ Major: \_\_\_\_\_ Email: \_\_\_\_\_

TA Supervisor (Grad Student): \_\_\_\_\_ Faculty Sponsor (Professor): \_\_\_\_\_

Class Level (circle one): **FR SO JR SR** Units (circle one): **1 2 3 4**

IRB or IACUC Protocol #: \_\_\_\_\_ - \_\_\_\_\_. It is the **PBS Laboratory's** responsibility to ensure that the project under which the student is working has been IRB or IACUC approved.

If the protocol is *pending*, the number must be submitted to PBS Advising before the add deadline (week 3).

## Research Description (Research Assistant Duties & Responsibilities):

*I have read the information on the back of this form and certify that I meet all listed prerequisites for this course. I have completed the UCSB Safety Orientation Training and the Human Subjects Training Module (if applicable). For PSY 99 enrollees: I understand a copy of my paper must also be turned to PBS Advising by the last day of the quarter.*

Student Signature: \_\_\_\_\_

Lab Sponsor Signature: \_\_\_\_\_

ADD CODE: \_\_\_\_\_ Issued by (initials): \_\_\_\_\_

## TRAINING INSTRUCTIONS & APPLICATION PROCEDURE:

### **Bring these four items to PBS Advising to receive an add code:**

1. The PSY RA Form (this form) completely filled out.
  - a. IRB # (should be obtained from lab manager or supervisor)
  - b. Proposal of job duties
  - c. Signature of the student's lab sponsor in PBS (faculty or supervisor)
2. A copy of Unofficial Transcripts printed from GOLD (required every quarter).
3. Proof of completion of the Human Subjects Training Module (required one time per lab).
4. Proof of completion of the UCSB Safety Orientation (required one time per lab).

## GUIDELINES:

- a) Credits for PSY 99/P are calculated on approximately 3 hours of work per unit per week. For example, a 4-unit course represents approximately 10-12 hours per week on a project, along with weekly supervision by the supporting Faculty member. PSY 99P (the pass no pass option) grades are generated based mostly on this participation ratio.
- b) Students enrolled in PSY 99 (for a letter grade option) must **also** submit a paper. The regulations of the paper are determined by each individual lab, but department standard requests approximately 2-pages per unit for graded research to be properly evaluated. Students are required to submit two copies of their RA paper: one to the supervisor and one to the department ([researchpapers@psych.ucsb.edu](mailto:researchpapers@psych.ucsb.edu)).
- c) Students may take up to 5 99/P units per quarter split between labs/departments, but are only allowed a 4-unit maximum per lab each quarter. The university has a combined 30 unit maximum in all courses identified as 99P/99/199/199AA-ZZ.
- d) If students complete summer school at UCSB, the grades *can* be considered along with the 3 previous quarters *if* beneficial to the student. Varying GPA calculation is up to Advisor discretion.

## NOTES:

ψ Each Research Assistant must submit this proposal form for every quarter in which they plan to receive credit (or a continuing RA form response for eligible students). Volunteers do not need to submit paperwork but must do the trainings to comply with university research policy and adhere to IRB protocol (PBS labs are responsible for their volunteers and their work).

ψ Research paper must be submitted to lab supervisor BEFORE a letter grade can be assigned. The highest letter grade that can be given without a paper is C. For pass/no pass grades, attendance and quality of work must remain above satisfactory to earn a passing mark.

**ψ *Reminder:* The first quarter of unit credit research must be taken as "PSY 99P" (pass/no pass) until a student is allowed to take PSY 99 (letter grade). NO EXCEPTIONS! Students who volunteered in a lab will still need to start with PSY 99P if they want their research documented on an official transcript.**