

Psychological & Brain Sciences Research Assistant (Lower Division)

Pass/No Pass: PSY 99P _____ or Letter Graded: 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 whose requirements are assigned by the 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 pre-major/full major students in other departments.

TRAININGS: Participation in PSY 199/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 Transcripts to this form.

Once complete, bring this signed form and all other supporting documentation into the Main Office 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 Faculty member's (& supervising grad student'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 the Main Office before the drop deadline (week 4).

Proposal 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 Rights and Responsibilities Training, & the Human Subjects Training Module (if applicable). For PSY 199 enrollees; I understand a copy of my paper must also be turned into the Main Office by the last day of the quarter.

Student Signature: _____

Faculty Sponsor Signature: _____

ADD CODE: _____ Issued by (initials): _____

TRAINING INSTRUCTIONS & APPLICATION PROCEDURE:

Bring these four items to an Undergraduate Advisor (Psy East 1814) 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 FACULTY sponsors (not the TA/Grad/Post Doc).
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. Printed **screen shot** of quiz score as proof of completion of the UCSB Safety, Rights, Responsibilities, & Resources Web 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.
- 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 you complete summer school at UCSB, the grades *can* be weighted 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. Volunteers must also submit this paperwork and do the trainings to comply with university research policy.

ψ Research Paper must be submitted to Faculty sponsor 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.