

Work-study Research Assistant Program (WRAP)

1. Purpose

The purpose of WRAP is to introduce first- and second-year students to undergraduate research under the guidance and mentorship of a faculty member. The Council on Undergraduate Research (CUR) defines undergraduate research (UR) as “an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline” (CUR 2016).

2. Participants

- a. Full-time students who have unmet financial need and are eligible for federal work study (as determined by the office of financial aid) are welcome to apply for a position.
- b. Faculty members who are conducting ongoing research are invited to participate; though not required, they are welcome to make recommendations on student candidates.

3. Pay

Students will be compensated at the standard hourly rate set for all federal work study positions. Please note the final determination for qualified total pay is based on the individual student’s financial need for the year.

4. Process

- a. Students will complete an application for consideration. The student will be interviewed by members of the WRAP committee and their prospective faculty mentor.
- b. Faculty mentors will complete an application describing their research project (or proposal), identified tasks for the student, perceived skills development, learning outcomes, and more.

5. Placement

After completion of an eligibility screen, the program application, and a brief interview, students will be assigned to a faculty mentor. The number of research hours per week is determined by the student’s eligible financial need and the available research work set by the faculty mentor. Each position is up to 10 hours per week for 15 weeks for two semesters or up to 320 hours during the year (July 1 – June 30). Continuation of placement is contingent on satisfactory service and unmet financial need.

It is the responsibility of the student to fulfill the responsibilities and tasks of their research placement. Faculty members will appropriately guide the student through the research tasks to create a robust and inclusive learning environment. Additional compensation, stipend, or reimbursed expenses for the research work are not guaranteed for faculty during this placement.

Further inquiries and questions may be directed to Dr. Kevin Ung at (kung@leeuniversity.edu).

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Faculty Application

Thank you for your interest in WRAP. Your participation and investment in this program is the driving force behind elevating the academic research and scholarly rigor for our undergraduate students at Lee. If approved, we hope this program will be as edifying and valuable for you as we hope it will be for the students.

This form must be completed by the faculty mentor and submitted to Kevin Ung kung@leeuniversity.edu. Please type your information in this document.

I. Personal Information:

Name:	_____	Date:	_____
Email:	_____	Phone:	_____
Dept.	_____	Dept.	_____
Dean:	_____	Chair:	_____

II. Share about your research project or proposal. If applicable, share project title, current progress, and proposed outcomes. Will this project be in collaboration with other departments, faculty, or students? (using 250 words or less):

III. What research activities, tasks, or experience would a student placement be able to assist you with? Will the student be introduced to a new program or skill (ie. SPSS, Python, academic database, etc.) This is not an exhaustive list, but the more identified responsibilities, the easier it is to determine a suitable placement.

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IV. Do you have a freshman or sophomore student(s) in mind that would be a good fit for WRAP? If so, please list their names and SID below. We will review their eligibility in advance (this does not guarantee they will be selected).

- V. By submitting this application, you are committing to the following:**
- a. You have identified up to 10 hours per week of research work and activity for the student to assist you.**
 - b. You will create a conducive learning environment for introducing research skills suitable to a freshman or sophomore student.**
 - c. You will approve the student's time sheet bi-monthly on Portico to ensure student payment.**
 - d. You understand that additional compensation, stipend or reimbursed expenses for any research related activities may not be provided for this placement.**
 - e. Final placement is contingent on the student's financial eligibility and approval from your chair, dean, and VPAA/Provost.**

(Faculty Signature)

(Date)

For WRAP committee use only:

Decision: Approved

Waitlisted

Denied

(WRAP Chair Signature)

(Date)

(VPAA/Provost Signature)

(Date)

Comments: