

## 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, and learning outcomes.

### 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](mailto:kung@leeuniversity.edu)).

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### Student Application

This form must be completed by the undergraduate student and submitted to [kung@leeuniversity.edu](mailto:kung@leeuniversity.edu). Please type your information in this document. Hand-written applications will **NOT** be accepted.

#### I. Personal Information:

Name:	_____	Date:	_____
Student ID #:	_____	Phone:	_____
Email:	_____	Classification: (SR, JR, SO, FR)	_____

Are you a first-generation college student? (Defined as neither parents have completed a four-year degree): Yes/No \_\_\_\_\_

Are you a U.S. Citizen or have permanent citizenship? Yes/No \_\_\_\_\_

Do you have private scholarships or awards pending for the academic year? If so, please share. \_\_\_\_\_

Do you plan to take subsidized loans to finance your tuition? Yes/No \_\_\_\_\_  
This program will seek to reduce or negate your need for subsidized loans towards tuition.

#### II. Tell us why you are interested in WRAP. Discuss how this program will be beneficial to you (using 250 words or less):

#### III. Though not required, do you have previous research experience? If so, please briefly describe them. Tell us what skills, software, or experiences you hope to gain from the WRAP placement (using 250 words or less):

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**IV. Do you have a faculty member, a specific department, or research project(s) that you want to work with? If so, please list them below.**

**V. Please list at least two references (name, phone number, and email) who can speak to your academic abilities and commitment to your education. If you are a first-year student, you are welcome to list a high school teacher, guidance counselor, or someone who knows your academic work.**

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(Student Signature)

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(Date)

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**For WRAP committee use only:**

Decision: Approved

Waitlisted

Denied

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(WRAP Chair Signature)

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(Date)

**Comments:**