

COMM 494
Application for Undergraduate Research or Teaching Assistant Credits

Students may apply for COMM 494 credits for either research or teaching assistant credits. **Students may not register for COMM 494 until an approved application is on file.** Whether serving in a research capacity or a teaching assistant capacity, students are expected to provide 40 hours of work per credit. Questions about the application process should be directed to the College of Communications Director of Undergraduate Research (Dr. Ford Risley, jfr4@psu.edu).

UNDERGRADUATE RESEARCH CREDITS

Undergraduate research and creative opportunities in the College of Communications allow students to gain experience in their specified field of study while earning course credit. Working with College of Communications faculty members, students learn hands-on research and creative skills such as coding, website/project management, website design, database searches, creative writing, analytical writing and more.

Prior to completing this application, the student and faculty member offering the research credits should discuss 1) the nature of the project and how it relates to the student's academic and/or professional goals and 2) the amount of time and nature of the work required of the student to be a valuable contributor to the faculty member's project. Students who enroll in COMM 494 to assist faculty members with research are required to complete the University's Scholarship and Research Integrity requirements.

UNDERGRADUATE TEACHING ASSISTANT CREDITS

Full-time faculty in the College of Communications may recruit undergraduate students who excelled in a particular undergraduate course to serve as teaching assistants (TAs) in subsequent offerings of that course. Working under the close supervision of the faculty member, undergraduate TAs have the opportunity to gain teaching experience, develop mentoring and leadership skills, and build an understanding of how others learn, while helping other students to learn more effectively. Under no circumstances will undergraduate students serving as TAs be involved in grading or other forms of assessment that comprise any portion of a student's grade in the course.

All students serving as undergraduate TAs must enroll in at least one, and no more than three, credits of COMM 494 for the semester in which the teaching assistant work will be done. All undergraduate students serving as TAs must have attained at least 5th semester standing, have completed the course with a grade of A- or better, and have an overall GPA of 3.0 or higher.

APPLICATION INSTRUCTIONS:

1. STUDENTS: COMPLETE THE FOLLOWING:

Student Name: _____ Email Address: _____

Student ID #: _____ Current GPA: _____ Current Semester Standing: _____

Proposed number of credits for application: _____

Semester in which credits will be taken: _____ FA _____ SP _____ SU Year _____

Faculty Supervisor: _____

I am applying for (check one): _____

_____ Research Credits

_____ Undergraduate TA Credits _____ Course # _____ My Grade in the Course

2. **FACULTY MEMBER SUPERVISING RESEARCH CREDITS:** PROVIDE A BRIEF DESCRIPTION OF THE RESEARCH BEING DONE AND THE STUDENT'S RESPONSIBILITIES:

FACULTY MEMBER SUPERVISING UNDERGRADUATE TA CREDITS: PROVIDE A BRIEF DESCRIPTION OF THE STUDENT'S TA RESPONSIBILITIES:

3. **STUDENTS:** SIGN BELOW AND OBTAIN THE FOLLOWING SIGNATURES:

(Student Applicant) (Date)

(Supervising Faculty Member) (Date)

(Department Head) (Date)

Credits are approved as (check one):

_____ Major Requirement (list requirement) _____

_____ Elective

4. **TAKE COMPLETED FORM TO 204 CARNEGIE FOR REVIEW BY ASSOCIATE DEAN**

(Associate Dean, College of Communications) (Date)

___ Application approved and Student enrolled in COMM 494 on _____ (Date)
by _____ (initials).