

**COMM 494**  
**Application for Undergraduate Research or Teaching Assistant Credits**  
**Donald P. Bellisario College of Communications**

Students in the Bellisario College of Communications 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 Associate Dean Ford Risley.

**UNDERGRADUATE RESEARCH CREDITS**

Undergraduate research and creative opportunities in the Bellisario College of Communications allow students to gain experience in their specified field of study while earning course credit. Working with 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 Bellisario 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 5<sup>th</sup> 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 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).