

**APPLICATION FOR INSIGNIS UNDERGRADUATE ASSISTANTSHIP**

The Undergraduate Assistantship is modeled on a graduate assistantship and is different from an independent capstone project in that the student works as a direct research assistant with a faculty member on a project the faculty member is engaged in. There is a separate application process for undergraduate assistantships. Students desiring to explore this option should see the Insignis Director in their Junior year. From time to time, the director will also make assistantship opportunities known and will attempt to link students with specific faculty members who are seeking assistants in particular fields.

Students wishing to apply for undergraduate assistantships should submit this form, completed, to the Insignis Director according to the time frame for independent study projects not affiliated with capstone courses.

**PART I: INFORMATION:**

Name: \_\_\_\_\_

Local/on-campus address: \_\_\_\_\_

Local/on-campus phone: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_ Current GPA: \_\_\_\_\_

Applying for Fall \_\_\_\_ Spring \_\_\_\_ of \_\_\_\_ (year)

Brief description of this project:

Name and Department of faculty member with whom you will be working:

\_\_\_\_\_ (print)

Signature of faculty member who agrees to supervise the assistantship:

\_\_\_\_\_ Date: \_\_\_\_\_

**Part II:** [Answer the following questions on separate sheets:]

1. How many credit hours will you be taking while working on this assistantship? (include the hours for assistantship in total credit hour load).
2. How many hours will you earn for this assistantship?
3. Describe any outside employment or major non-academic commitments during the assistantship period.
4. Briefly describe your current plans for graduate study, if any, and career, and whether/how this assistantship is relevant to your plans.

**PART III: Narrative:**

[Provide answers to the following questions in typed form. This section should be filled out by the student and the faculty member in collaboration.]

1. State the type of assistantship you are seeking (research, creative activity), and define your learning objectives in undertaking this assistantship;
2. State the nature and scope of the project. If you are working on a creative activity, what will be the final product? If you are assisting on a research project, what are the anticipated outcomes? What will be the assistant's specific contributions to the faculty mentor's work?
3. Show how the assistant's experience during the assistantship will fulfill one or more of the following major goals of the program:
  - a. prepare our most able students for graduate or professional school;
  - b. provide valuable nontraditional learning experiences in scholarly research, artistic creation or performance, writing for publication and/or participation in professional conferences or activities;
  - c. Support faculty in their teaching, research, and creative endeavors, and encourage them to integrate their professional development with their roles as teachers;
  - d. Foster a mentoring relationship between an undergraduate student and a member of the faculty.
4. Describe any special qualifications the student may have (courses taken, honors, awards, employment, special learning experiences or other background) for the proposed activity.

**Both student and faculty members should sign and date the proposal, and the student should return it with the application form to the Insignis Program Director.**