
SCHOLARLY STUDENT ASSISTANTSHIP PROGRAM

I. PURPOSE: The Scholarly Student Assistantship Program is offered by the USC Upstate Office of Sponsored Awards and Research Support. The program supports faculty members and students in their pursuit of research, scholarship, and creative activities. The program provides valuable learning opportunities and financial assistance to undergraduate and graduate students by creating opportunities for students to assist and collaborate with faculty members who conduct research projects and are engaged in creative and scholarly activities. The opportunities contribute to the students' overall academic experience, which more effectively prepares those students who intend to pursue graduate level or professional studies, and careers in which they are required to develop and manage similar projects. The award has two categories:

- A. **STUDENT RESEARCH ASSISTANT.** The student is directly and substantively involved in assisting the faculty member with a scholarly project.
- B. **STUDENT TEACHING ASSISTANT.** The student is in-directly involved in assisting the faculty member with a scholarly project by alleviating the faculty member's teaching-related duties. **NOTE:** In this category, the student cannot perform lecture or regular classroom duties. The student is only allowed to help in teaching-related duties (e.g., grading, study sessions, etc.). The faculty member must very clearly articulate the specific ways that his/her scholarly efforts will be **substantially** improved with the help of this teaching assistant and how the experience will benefit the participating student.

II. AMOUNT: A total of **\$1,260.00** of student compensation is provided for a semester. This amount was calculated as follows: the student is paid \$9.00 per hour and works 10 hours per week for 14 weeks, although the 140 hours of work could be distributed differently across the semester. The student will be a university employee and will receive their compensation in equal installments over the semester – time cards will not be required.

III. ELIGIBILITY: Full-time faculty members are eligible to apply for student assistants. Full-time undergraduate students who have attained at least sophomore status (30 hours) and full-time graduate students are eligible to become student assistants. **At most one award can be funded per faculty advisor per semester.**

IV. REQUIREMENTS: Funded projects must be presented at the Annual SC Upstate Research Symposium by either the faculty member or the student. Any external publications, presentations, performances or exhibits resulting from the funded project must acknowledge the Office of Sponsored Awards and Research Support for partial funding of the work. The faculty member must notify us if the funded project leads to external publication, presentation, performance, or exhibition. At the end of the semester, the faculty member and the student must both complete a Final Report Form. Faculty members will not be eligible to apply for future assistantships if both the faculty and student Final Report Forms are not completed.

V. APPLICATION PROCESS: Complete ALL parts of the [online application form](#) and submit your application **before** the deadline. All deadlines are available on the Office of Sponsored Awards and Research Support [website](#). We suggest developing the application pieces (see below) in word, then copy and paste the application pieces into the appropriate parts of the form. The form will request the following information from you:

- 1) Application Formatting
Use the following page formatting when entering information into the application:
 - a. Standard, single column format for the text
 - b. Line spacing (single-spaced)
 - c. Font Size: 11 point Arial (except for mathematical formulas, equations or special characters)
- 2) Contact Information
 - a. Student Information
 - i. Name (First Middle Last)
 - ii. Major



- iii. Status (i.e. undergraduate or graduate)
 - iv. Phone Number
 - v. Email
 - b. Faculty Information
 - i. Name (Last, First)
 - ii. Title
 - iii. Tenured
 1. When will you be applying? (if no)
 - iv. Department
 - v. Phone Number
 - vi. Email
 - c. Department Information
 - i. Chair/Dean/Director (Last, First)
 - d. IRB Approval
- 3) Project Information
- a. Title
 - b. Semester that the faculty member is seeking support
 - c. Assistantship Category
 - d. Abstract: (Maximum 250-words)
 - e. Summary: (Maximum 1500-words.) Briefly describe background, importance of work, and objectives for the semester.
 - f. Expected Resulting External Publication, Presentation, Performance or Exhibition: (Maximum 500-words.) Include as many details as possible (e.g., manuscript submission type and target publication venue, name and date of presentation or name and date of performance or exhibition).
 - g. Student Duties: (Maximum 500-words.) If you are applying for a “Teaching” assistant, you must also VERY clearly articulate the specific ways that your scholarly efforts will be *substantially* improved with the help of this teaching assistant.
 - h. Student Qualifications: (Maximum 500-words.) At minimum, include why will the student be successful, the student’s GPA, and the student’s relevant previous course work.
 - i. Time Line: (Maximum 500-words.) Give an approximate time line of what you will be doing throughout the semester.
 - j. Faculty Vita: (2 page maximum length) At minimum, include educational background, professional appointment history (e.g., work history) and evidence of scholarly activity.

NOTE: A PDF of the application will be generated and emailed to you once the application is complete and you hit submit.

VI. APPROVAL CRITERIA: This is a competitive program. Proposals will be reviewed primarily on the following four criteria: (1) The merit of the project itself; (2) Projects that are most likely to lead to high-quality external publication, performance, or exhibition will be given high precedence; (3) The project’s potential to provide real involvement and learning opportunities for the student assistant; (4) The student qualifications and background that will make them successful in the project. The following criteria will also be taken into consideration (in tie breaking situations): (1) Applications by non-tenured faculty in tenure track positions and (2) Equitable distribution of available assistantships across campus departments. A faculty member may apply for one assistant per semester.

VII. QUESTIONS: Please direct questions regarding this program and the application process to: Dr. Melissa Pilgrim, (864) 503-5781, mpilgrim@uscupstate.edu.