UNIVERSITY OF WATERLOO
Department of Political Science
PSCI 498B Research Assistant Experience Enrollment Form

Student name: ______________________________ Student ID #: ______________________________

Email address: ________________________________________________________________________

Start Term:   Fall     Winter     Spring     Year: ________________________________________

Have you already spoken to a faculty member for whom you will serve as a research assistant?  YES  NO
(If no, please find the appropriate research assistant opportunity before initiating this form)

Please provide a description (up to 250 words) of the research project you will be assisting on and the final project:

Please provide a detailed description of how you will spend your 40 hours:

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<th>Duty</th>
<th>Assigned hours</th>
<th>Brief description of assigned duty</th>
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<td>Totals</td>
<td>40 hours</td>
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(Student signature: ______________________________ Date: ______________________________)

(Faculty supervisor signature: ______________________________ Date: ______________________________)

(Experiential learning coordinator signature: ______________________________ Date: ______________________________)

For Department Use Only

PSCI Average: ___________________ Cumulative Average: ___________________ Current Academic Plan/Level: ___________________

Approved/Not Approved: ______________________________ Date: ______________________________

Signature: ______________________________

(Attach an extra sheet if more space is needed)
UNIVERSITY OF WATERLOO  
Department of Political Science  
PSCI 498B Research Assistant Experience Enrollment Form  

Research Assistantship Agreement

WARNING: If you fail to satisfactorily fulfill the responsibilities specified in this contract, your overall grade in the course PSCI 498B is likely to be affected (see grading rubric for PSCI 498B)

This document outlines responsibilities associated with the experiential component of the research assistantship to fulfill the requirements for the course PSCI 498B.

This contract is the formal agreement between the UW PSCI faculty member who has agreed to supervise the research assistantship and the student serving as a research assistant.

This form must be submitted to the experiential learning coordinator for approval and attached to a course override form for enrollment by Julia Jones (HH313 or PSCI drop box) in PSCI 498B.

Please note that the research assistantship duties may extend from the date classes begin till the last day of classes provided the following:

- Students may not work more than 40 hours.
- This research assistantship is an unpaid position.
- Please note that research assistant duties extend from the date lectures begin till the last day of classes. The final project must be submitted at a deadline agreed upon by student and faculty supervisor. Grade for the final project must be submitted by the due date for course grade.
- The distribution of the work load associated with assigned duties and tasks for the research assistantship may be distributed unevenly during the semester. However, the maximum hours of work required in any one week may not exceed 10 hours. Anticipated excessive fluctuations should be discussed and clearly identified before this contract is signed.
- For the purposes of PSCI 498B the final project is the key deliverable for the research project that is identified by the faculty supervisor (e.g. a database, an annotated bibliography, a set of slides, a conference plan etc.).

This ORIGINAL AGREEMENT, with all required signatures must be submitted to Karen Walo before the drop/add period is over for any given semester for enrollment in PSCI 498B.

The original agreement will be placed in the student’s official file for reference purposes. Copies will be provided to the student and faculty advisor.