



STETSON LAW

### **Research Assistance for Credit (1-2 credits)**

A student may earn either 1 or 2 hours of elective academic credit per semester by serving as a Research Assistant for a full-time College of Law faculty member, Distinguished Professorial Lecturer, or Law Professor Emeritus in connection with the faculty member's research. A student who wishes to take this course must complete the Research Assistance for Credit Application Form, which must be signed by both the supervising faculty member and the Associate Dean for Academics. This course will be graded on the S/U scale.

#### **Duties**

A Research Assistant will be expected to devote at least 42.5 hours per credit hour to the position.

To earn academic credit, the student's work must include significant components of both research and writing. The student's written work may take a variety of formats, but should total at least 3,375 words; if the written work includes footnotes or endnotes, the word count should be exclusive of those notes. If the anticipated work will not include a substantial written component, the professor should consider hiring the student as a Research Assistant for pay, using the guidelines and policies for that position. The professor must retain the student's written work for one full academic year.

The student and the professor should establish a regular meeting schedule to review the student's work and progress. As a guideline, the student and professor should meet in person at least every two weeks.

The student must accurately track and record the hours worked each week and must submit those time records to the professor in a method and on a schedule agreed to in advance. Meetings with the professor count as hours worked. The supervising professor must maintain time records for one full academic year.

Before the last day of final examinations for the semester, the Research Assistant must complete and file with the Registrar a Final Certification form regarding the course.

#### **Eligibility**

A student may enroll in only one Research Assistance for Credit course per semester. In addition, a student may not:

- receive more than 5 total academic credits for Research Assistance for Credit and/or Teaching Assistance for Credit in meeting the graduation requirements;

- receive academic credit and pay for the same work;
- work as a paid Research Assistant for any Stetson University professor while enrolled in this course;
- be enrolled in an independent study or directed research project with the supervising professor while enrolled in this course; or
- work for the supervising faculty member in any other capacity (such as a Teaching Assistant for pay or credit or a Center Fellow) while enrolled in this course.

### **Disclaimer Regarding Graduation Requirements**

This course cannot be used to satisfy the upper-level writing requirement; in addition, it does not count toward the 65 "classroom credits" needed for graduation.

Cross-references: Credit Hour Policy; Minimum Number of Classroom Credits Required for Graduation Policy; Teaching Assistance for Credit Policy.

*Approved by the faculty January 12, 2011. Amended February 6, 2018.*