Expectations of Research Assistants (RA)

Employment

- An assistantship is a **job** and that obligates you to comply with the requirements of employment at UI, those of your Major Professor and those of the project on which you will work. In this capacity, your Major Professor and his/her designated appointees are your work supervisors.

- Adhere to the Terms of Employment and the Patent and Copyright Agreement that was signed with the offer letter as well as any updates that have occurred since then.

- Consider yourself personally responsible for providing the documents needed for payroll processing and for keeping that information current if changes occur.

Employee and Student

- Do not drop below the enrollment status required of the assistantship.

- Spend time (hours) and effort on the research required for your degree and your coursework each week. Additionally, you need to spend time (20 hours) and effort on the requirements for your assistantship job each week. These hours and effort requirements are separate.

- Acknowledge that an assistantship and enrollment constitute a heavy demand and commitment. Do not accept employment off campus unless approved by your Major Professor.

- Be courteous and professional by notifying your Major Professor if you will not be in the office/lab due to illness, travel, coursework obligations, etc. Expect that job and coursework duties will still need to be completed in an agreed upon timeframe.

- Adhere to licensing requirements for all software used. Follow UI and project policies regarding use of software, computers, and other equipment.

- Complete check-in and check-out processes in a timely manner.

Research Project

- Be responsible for learning about, and adhering to, the requirements for maintaining a safe work environment. Let your Major Professor know if there are any concerns or questions.

- Commit to making regular progress in the research as required for the assistantship job. Poor performance on the job can result in the loss of assistantship funding.

- Document and back-up the documentation of your research as required by the project to which you are assigned for your job.

- Complete all deliverables for funded research project on time. Understand that deliverables may still be required after the funding has ended and even if you have not yet graduated.

- Acknowledge that the completion date of funded research project may not be the same as the date of your graduation. If your project funding is depleted but you have not yet completed your degree, your Major Professor may not have other funding to support you. Plan accordingly.

Satisfactory Progress, Scholarly Conduct

- University of Idaho expects that you will engage in academic and research activities with high standards of honesty and integrity. It is your responsibility to educate yourself regarding the meaning of ethics in research, cheating and plagiarism and the consequences of violating University policy and to ask questions related to these topics.

- Make regular progress toward graduation. Comply with UI, departmental and College of Graduate Studies requirements. Please understand that any suspension (academic, student code of conduct, etc.) will result in the loss of assistantship funding.

- Students who meet regularly with their Major Professor/supervisor to discuss research and degree progress have better success academically. Take the initiative to schedule meetings, send updates, ask questions.

- Be respectful of other students, faculty and researchers and participate fully in meetings, symposiums, etc. that may be required of you. Do so in a respectful, collegial manner that takes others' opinions into account.

- **Be an active participant in your own success. Communicate, participate, progress.**

International Students
- Be personally responsible for following all rules required to maintain your student status.

I understand and agree to the above stated expectations. Further, I understand that I am responsible for compliance with university policies and for staying current with these policies as they relate to my assistantship employment and student status.

_____Date _____
Student Signature

_____Date_____
Major Professor Signature

_____Date_____
UIIF Operations Manager Signature

After obtaining signatures, provide a copy of this checklist to Sara Moore or designee so that it can be added to your employment file.