Please fully review the following prerequisites to determine which course you are eligible to enroll in.

All Comm Research Assistant Proposal Forms are due by 4PM on the 2nd Wednesday of the quarter.

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Comm 99RA

Comm 99RA provides an opportunity for declared Pre-Comm and Comm students to work closely with a professor or graduate students on a research project. Interested students should review the following requirements and procedures before pursuing this opportunity. This course can only be taken for P/NP and therefore will not count toward a student’s pre-major or major GPA. Students can sign up for 1-5 units based on their contract with sponsoring faculty (25 hours of work over the course of the quarter = 1 unit). Do not commit to working with and/or start the project without full approval and an add code so you can register for the course.

Prerequisites:

- Student must be declared as a Pre-Comm or Comm major
- Student must have completed at least one course in UCSB Dept. of Communication (UD or LD)
- Student must have 2.0 cumulative GPA

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Comm 199RA

Comm 199RA provides an opportunity for advanced students in the upper-division Communication major to work closely with a professor or graduate students on a research project. Interested students should review the following requirements and procedures before pursuing this opportunity. Students can sign up for 1-5 units based on their contract with sponsoring faculty (25 hours of work over the course of the quarter = 1 unit). Do not commit to working with and/or start the project without full approval and an add code so you can register for the course.

Prerequisites:

- Student must be declared as an upper-division Communication major
- Student must have attained upper-division standing (90 completed units)
- Student must have achieved at least a 3.0 GPA for the preceding two quarters at UCSB (during the regular academic year – no summer GPAs will be considered). Note: This is not a cumulative GPA, nor an average between the two quarters.

Note: The Undergraduate Advising Office will not make exceptions for students who do not meet all of the prerequisites to enroll in Comm 199RA. Students that do not meet the prerequisites for Comm 199RA may still qualify to participate in undergraduate research by enrolling in Comm 99RA.
Communication Research Assistant Enrollment Procedure:

1. Stop by the Communication Undergraduate advising Office, SSMS 4005, to get verification of academic eligibility. Please be sure to indicate which course you would like to enroll in (Comm 99RA or Comm 199RA). Please do this prior to committing yourself as a research assistant. If you do not qualify, you will not be issued an add code.

2. Complete a statement/proposal detailing the work you will be completing over the course of the quarter and attach it to this form. Once completed and approved, the proposal will serve as a mini-syllabus or contract. It should be completed with the professor with whom you will be working. Make a copy of the proposal for yourself so you can refer back to it throughout the quarter. Proposals should explain exactly what you will be doing and how it applies to your major in Communication. Proposals should clearly denote the academic and research components of the project.

3. Obtain signature from your faculty sponsor. Note: Graduate student signatures will not suffice.

4. Return the completed proposal to the Communication Undergraduate Advising Office to obtain Department Chair approval. Proposals are due by the second Wednesday of the quarter. Once your proposal is approved, an add code will be emailed to you so that you can officially enroll on GOLD.

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Student Name: __________________________ Sponsoring Professor: __________________________
Perm#: ___________________________ Phone#: ___________________________
Quarter/Year: ___________________________ # of units (1 – 5): ___________________________
Email: ___________________________ @umail.ucsb.edu

Seeking eligibility for (please circle one): Comm 99RA Comm 199RA

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VERIFICATION OF ELIGIBILITY (to be completed by a Comm. Dept. undergrad advisor):

Comm 99RA
Declared Pre-Comm or Comm Major? Yes No
Cumulative GPA (must be 2.0 or higher): ____________
Completed at least one course in UCSB Dept. of Communication (UD OR LD): Yes No

ELIGIBLE / NOT ELIGIBLE (circle one)

Undergraduate or Peer Advisor Signature: ______________________________________

Date: ______________________
Com 199RA
UD Comm major? Yes No
GPA from last 2 quarters (min. 3.0 for each individual quarter): _______ & _______
Accumulated units (90+) (Transferred & Completed): _______
Will this 199RA result in more than 12 units of 194, 199, & 199RA combined?: Yes No
(If yes, you will only earn units toward graduation, not UD Comm credit)

ELIGIBLE / NOT ELIGIBLE (circle one)
Undergraduate or Peer Advisor Signature: ________________________________
Date: ____________________

Reminder:
Once your eligibility has been verified, attach your written proposal to this form, obtain your
sponsor’s signature, then bring the form (or have your sponsor bring it) to the Comm. Dept. Advising
Office for final approval.

Proposals are due by the second Wednesday of the quarter.

Student Signature ___________________________ Date _______________

PROPOSAL APPROVAL (COMM DEPT USE ONLY)
Professor Signature ___________________________ Date ___________
Chair Signature _______________________________ Date ___________
APPROVED / DENIED (circle one)

Add code #______________ Date issued ___________ Emailed ____________

STOP

- Did you have your eligibility checked?
- Did you AND your faculty sponsor sign the form?
- Did you agree on the number of units this will be for?
- Did you attach your written proposal?

WE CANNOT ISSUE ADD CODES TO STUDENTS WHO SUBMIT INCOMPLETE PROPOSALS