

LOYOLA UNIVERSITY OF CHICAGO

Department of English
Graduate Programs

Guidelines for Research Assistants

Third, fourth, and fifth-year graduate assistants in our PhD program act as research assistants to members of the faculty. We try to match students with faculty in their fields who are engaged in projects for which a research assistant would be especially helpful. The project should be one that will provide training for graduate students in particular research skills, databases, or languages.

Each spring students fill out a preference sheet where they list faculty with whom they would like to work (as RAs and TAs). Faculty can send their requests for RAs to the GPD at any time, though keep in mind assignments are made in the spring for the following fall, and early in the fall term for spring. Faculty should not make such arrangements on their own because RA assignments are determined by the needs of the student and the department first.

The Graduate Programs Committee has formulated the following general guidelines for Research Assistantship work. RAs should contact faculty members to whom they are assigned as soon as they receive their assignments in order to work out the details.

1. RAs are expected to give eighteen hours a week on average to the research project, no more than twenty hours in any one week. The time commitment includes any transcriptions, proofreading, library searches, data entry, etc. required in the research project.
2. RAs and the faculty members should meet to discuss the research project in particular and research in general (e.g., research tools, protocols, ethics) at least three times during the semester (this can be done virtually).
3. Faculty members should not ask RAs for assistance with their teaching.
4. At the end of the semester, the RA should prepare a written report on the research accomplished and the skills acquired, and the faculty member should prepare written evaluations of the RA's work. Both should be returned to the GPD for inclusion in students' files.