**Cohen Lab**

**Undergraduate Research Application Form**

Thank you for your interest in working in our lab! Undergraduate research assistants include honors thesis, independent study, and work study students, working in close supervision with graduate students and the lab director.

**Description**

***Research assistants' duties*** may include running experiments, preparing stimuli, recruiting participants, coding, and data entry. Advanced research assistants’ responsibilities may also include attending lab meetings, reading in-progress manuscripts, giving feedback on study design and materials to others in the lab, and discussing study results. We are looking for students who enjoy interacting with other lab members, including graduate students and undergraduate research assistants. We are accepting applications from students who are interested in working in our lab across at least two semesters (preferably more) for at least 10 hours per week, although hours may vary depending on the week.

***Honors thesis and independent studies students’ duties*** include all of those listed above, as well as additional thesis-specific or independent study-specific tasks, including contributing to study design, conducting data analyses, creating a poster, presenting results, and writing a thesis or final paper. The time commitment for honors and independent studies students will be two semesters (Fall–Winter) for at least 10 hours per week, not including a significant amount of time outside of lab for reading and writing.

If you are interested in an undergraduate research position (e.g., honors thesis, independent study, or work study) please fill out the application below.

**Please make sure that you meet the requirements before applying (the last 2 are desired but not required):**

* Must be highly motivated, intellectually curious, self-directed, and responsible; must have an excellent work ethic; must be eager to get hands-on research experience! Read points #1 and #4 [here](http://www.jessicagrahn.com/studenttraits.html).
* Must be able to commit 10 hours per week for a minimum of 2 semesters (see scheduling section below for more details).
* Students from departments within the cognitive sciences (Psychology, Neuroscience/Biology, Computer Science, Philosophy, Linguistics, Anthropology, etc.) are strongly encouraged to apply.
* Students with knowledge of statistics, research methods, and various computer applications including Excel, SPSS, Matlab are strongly encouraged to apply, as are students with computer programming experience

*Additional requirements for honors thesis and independent study applicants:*

* Should have prior research experience (exceptions may be considered)
* In addition to committing 10 hours/week in lab, honors and independent study students are expected to spend a significant amount of time on their projects outside of lab (e.g., reading articles and writing the thesis)
* Must be able to provide contact information of a faculty member (preferred) or grad student who can provide a letter of reference on your behalf

**How to apply:**

1. Read the undergraduate research announcement (reprinted above for your convenience).
2. Complete this application.
3. Submit a completed application and current transcript to [cohenlabwestern@gmail.com](mailto:cohenlabuwo@gmail.com).

*Additional instructions for honors thesis and independent study applicants:*

In addition to the application and transcript, please provide a writing sample that best demonstrates your research experience and/or writing ability. The sample should ideally be a research paper from a psychology course (e.g., formal write-up of independent studies research, research proposal, literature review, etc.).

**Please answer the following questions:**

1. What position are you applying for?

honors thesis \_\_\_\_\_ independent study \_\_\_\_\_ work study \_\_\_\_\_ other (please specify): \_\_\_\_\_

1. Name:
2. Email:

1. Telephone:
2. Year in school:
3. Expected month and year of graduation:
4. Major(s):
5. Cumulative GPA:  Primary major GPA:
6. What semesters would you like to participate (e.g., summer 2015, fall 2015, winter 2016, etc.)?
7. Can you commit to working for at least two semesters in the lab? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Can you commit 10 hours per week in the lab? Yes \_\_\_\_\_ No \_\_\_\_\_

(Honors and independent study students are expected to put in significant time outside of the lab as well.)

1. Do you have experience with the following computer programs? If yes, what is your level of proficiency (N = Novice, I = Intermediate, E = Expert)?

Microsoft Excel Yes, Level \_\_\_\_\_ No \_\_\_\_\_

SPSS or PSPP  Yes, Level \_\_\_\_\_ No \_\_\_\_\_

R  Yes, Level \_\_\_\_\_ No \_\_\_\_\_

Qualtrics  Yes, Level \_\_\_\_\_ No \_\_\_\_\_

Other statistical software programs? List programs and level of proficiency:

1. Do you have computer programming experience? If yes, what is your level of proficiency (N = Novice, I = Intermediate, E = Expert)?

Python Yes, Level \_\_\_\_\_ No \_\_\_\_\_

Matlab Yes, Level \_\_\_\_\_ No \_\_\_\_\_

Java Yes, Level \_\_\_\_\_ No \_\_\_\_\_

Other programming languages? List languages and level of proficiency:

1. Have you taken calculus? If yes, what was your grade? Yes, Grade \_\_\_\_\_ No \_\_\_\_\_
2. Do you have any previous research experience in a lab (outside a course)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please complete the following information for each lab:

|  |  |  |  |
| --- | --- | --- | --- |
| **Lab name** | **Dates participation started and ended** | **Faculty mentor/lab supervisor** | **Primary duties or skills learned** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. What interests you about our lab?
2. What are your career goals? How do you think research experience in this lab will benefit you?
3. Are you fluent in any other languages? If so, which ones and what level of proficiency?
4. What are your most important commitments for the upcoming year?
5. Is there any other relevant information that you would like to provide?
6. **Honors thesis and independent study students only**: Please provide the name and contact information of a faculty member (or a grad student) who can serve as reference on your behalf. Please state how you know them in the “relationship” field (e.g., former research advisor; professor for Behavioral Neuroscience course):

**Contact Information**

Name:

Relationship to you:

How long have they known you? \_\_\_\_\_ years \_\_\_\_\_\_ months

Email:

**Your Tentative Schedule**

To help us with our planning, please let us know your schedule for the first semester you expect to be available. You may not know your final schedule at this time, but please give us your best estimate of your availability.

**IMPORTANT**: For scheduling purposes, students must submit at least 18 hours of availability (more is preferred), **providing** **at least 12 hours of availability between 8:30AM-5:30PM, Monday – Thursday**. This temporary “over-commitment” is necessary to accommodate scheduling constraints and conflicts. From the 18 hours of availability, 10 hours will be assigned to the final research schedule (typically, 3 shifts of 3 hours and 1 hour for lab meeting). Once the schedule has been set, you only have to **remain** **available** for these 10 assigned hours throughout the semester. Honors and independent studies students are expected to spend a significant amount of time working on their projects outside of lab (e.g., reading articles and writing the thesis) in addition to the assigned 10 hours per week. A request for an updated schedule of availability will be sent prior to the start of the semester.

SEMESTER (Please indicate): SUMMER \_\_\_\_ FALL \_\_\_\_ WINTER \_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **8:30-11:30AM** |  |  |  |  |  |  |  |
| **11:30-2:30PM** |  |  |  |  |  |  |  |
| **2:30-5:30PM** |  |  |  |  |  |  |  |
| **5:30-8:30PM** |  |  |  |  |  |  |  |

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**Here’s an example:**

SEMESTER (Please indicate): SUMMER \_\_\_\_ FALL \_\_X\_\_ WINTER \_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **8:30-11:30AM** | Available |  | Available |  |  | Available |  |
| **11:30-2:30PM** | Available | Available | Available |  | Available  (12:00-2:30) | Available |  |
| **2:30-5:30PM** |  | Available |  |  |  |  |  |
| **5:30-8:30PM** |  |  |  | Available (5:35-8:30) |  |  |  |