ICON Research Assistantship Policy

The purpose of the ICON research assistantship is to help ensure that the creativity and participation of our funded students contributes to the ICON program and the Center for Integrative Conservation Research (CICR), and that ICON RAs gain experience through these projects and activities that strengthens their research, communication, and collaborative skills and also broadens their network of colleagues and faculty. Opportunities for participation in ICON/CICR programming are not limited only to ICON RAs. Instead, all ICON students are encouraged to find ways to participate in various activities of ICON/CICR, but ICON RAs are required to participate as part of their funding arrangements.

An ICON RA is defined as any student funded by an ICON research assistantship and does not apply to any ICON student funded by other university, department, or external sources (e.g. Presidential Fellowships, departmental funding, and external grants). ICON RA funding is assigned to the student, and should the student change advisors or departments, the funding remains with the student and new arrangements between the student, their advisor, and the ICON program should be discussed. ICON RAs are awarded on a competitive basis each year.

1. At the beginning of fall semester, ICON RAs will be sent a list of available positions for the new academic year and asked to rank their top choices. During the first 2 weeks of each semester the RA agreement form will be completed. It is the responsibility of the ICON RAs to communicate with their advisors about the responsibilities they assume at the beginning of each semester.

2. The CICR Director and Administrative Specialist will serve as the main points of contact for students for their ICON RA responsibilities.

3. All ICON RAs will be expected to participate in the monthly RA meetings.

4. Students should work no more than 16 hours per week, or the amount specified in their funding letter. The 16 hours-per-week commitment should first be allocated to ICON RA responsibilities, and the total number of hours of ICON RA and advisor-related activities may not exceed the specified maximum hours of work. The use of remaining weekly RA hours should be negotiated between the student and faculty advisor. Preferred arrangements include: remaining RA time to be used by the student on their own research; remaining RA time to be dedicated to advisor research that is directly related to the student’s research. Work not directly related to the student’s research or education should not be performed during ICON RA hours. In the event a student feels they are working more than the assigned hours, they are asked to contact the CICR Director or ICON Graduate Coordinator about the situation.

5. In the event an ICON RA is not adequately fulfilling their responsibilities, a meeting will be arranged between the CICR Director, ICON Graduate Coordinator, the student, and their advisor to discuss the situation and identify solutions.

Examples of ICON RA Positions:
ICON leadership will identify opportunities for engagement before the beginning of each academic semester. Examples of projects may include (but are not limited to):

- Research Brief Assistant: in charge of soliciting content, editing, and coordinating the Integrative Conservation research briefs
- CICR Program Assistant: supports CICR initiatives such as development, annual events, etc.
- ICON Program Assistant: supports graduate recruitment, conducts exit interviews, assists with other ICON program initiatives as needed
- Events Assistant(s): plans monthly events for the ICON and CICR communities

7/18/2019