

**Southern Connecticut State University  
School of Graduate Studies, Research, and Innovation (GSRI)  
Graduate Assistantship Application (GA) Academic Year 2018-2019**

**Please read the following instructions before completing application.**

The School of Graduate Studies, Research, and Innovation (GSRI) announces the Graduate Assistantship (GSGA) competition for matriculated graduate students for the Academic Year 2018-2019. The application deadline is **Monday, March 19, 2018 at 4:00 PM EST.**

**Please indicate whether the GA will be part-time (ten hours per week) or full-time (20 hours per week). The exact number of awards will be contingent upon the number of part-time and full-time applicants recommended for awards.**

**The faculty member awarded the GSGA position will have until **Friday, August 3, 2018** to identify and submit the name of the student to the Dean of Graduate Studies, Research, and Innovation. The Dean will review the recommendation for approval. If the recommendation is denied, the Dean will provide the faculty member with an explanation and ask that another student be chosen.**

#### **Eligibility**

The GSGA is a non-need based award administered through the School of GSRI and determination is contingent upon the following. The student must have:

- (1) Been accepted to a graduate degree or 6th year diploma program;
- (2) Achieved a minimum 3.0 grade point average (GPA) in his/her undergraduate coursework or a 3.5 grade point average for all graduate coursework.
- (3) Students cannot hold other University supported positions (graduate student worker; graduate research fellow; graduate teaching assistant; resident advisor; graduate intern, or adjunct faculty) while holding the GA position.

**Recommended students must be enrolled in the appropriate level of coursework for his/her stage of progress toward their degree. For students not in a special project, thesis or dissertation phase, full-time enrollment is required during the year of the award, unless the program is only offered part-time.**

**For students in a thesis, special project or dissertation phase, they must be enrolled in the required number of credits to complete the thesis as determined by program of study. This may include registration for IDS 900.**

#### **Amount of Assistantship**

Each GA offers a scholarship stipend totaling \$12,000 for full-time positions and \$6,000 for part-time positions for the 2018-2019 Academic Year. Up to ten (10) awards will be made by the Dean of Graduate Studies, Research, and Innovation. Please note that awards are contingent upon the availability of funds.

### **Required Activities**

GSGA awardees will be required to complete an average of **10 contact hours** per week if part-time or **20 contact hours** per week if full-time, during the academic year. Specific activities will be dependent on the nature of the Assistantship as outlined in the application and will be approved by the Dean of the School of Graduate Studies, Research, and Innovation.

### **Application Process and Filing Deadline**

**Faculty members** should submit the following documents (Form 1 & Form 2) to the School of GSRI, 501 Crescent Street, BU 444, New Haven, Connecticut 06515, on or before 4:00 PM EST on **Monday, March 19, 2018**. Applications may be submitted in hard copy, but electronic submissions are preferred. Send to [GSRI-submit@southernct.edu](mailto:GSRI-submit@southernct.edu) and sign electronically.

- **Completed GSGA Application (Forms 1 & 2)**

For those awarded a GSGA position, the following forms will be forwarded to you in order to recommend a student for the position. These forms must be filed with the School of GSRI ASAP but no later than **Friday, August 3, 2018**. **Please note that these forms are not included in the application, but will be attached to the email notifying you of the award.**

- Faculty Mentor Recommendation (Form 3)
- Graduate Studies Graduate Assistantship Certification Statement (Form 4)
- CV of recommended student along with any supplemental materials that you may have requested as part of your review process in selection of the GSGA.

**Please note: Graduate transcripts will be reviewed by the Dean of Graduate Studies, Research, and Innovation to ensure that the student meets the minimum GPA standards as noted above.**

## **Graduate Studies Graduate Assistantship Categories**

### **Teaching Assistantship**

A teaching assistantship should be considered if the faculty member seeks a matriculated graduate student who has the academic ability and commitment necessary to successfully assist in the classroom under the supervision of the graduate faculty member. Teaching assistants receive a stipend, a non-need based scholarship, and a fee waiver in return for various teaching responsibilities that may include assisting faculty members with the following:

- Planning and preparation
- Curriculum design, development, revision
- Organization and direction of group activities
- Preparation of presentations and other methods of instruction
- Tutoring and other forms of individualized instruction
- Assessment and grading

\*\*The Graduate Teaching Assistant cannot be the instructor of record for any given course.

### **Scholarship/Research Assistantship**

A research assistantship should be considered if the faculty member seeks a matriculated graduate student to assist with research/scholarship. The student will work under the supervision of a faculty member in a field related to the student's overall academic and professional development. Research/scholarship assistants receive a stipend, a non-need based scholarship, and a fee waiver in return for various research responsibilities that may include assisting faculty members with the following:

- Data collection and analysis
- Operation and maintenance of equipment
- Dissemination of research findings
- Conduct and supervise laboratory experiments
- Reviewing literature
- Assist in the preparation of a manuscript, musical composition, or other scholarly endeavor
- Identify and solve problems
- Train, supervise and monitor other personnel
- Maintain records and inventories
- Recruit research participants

\*\*The Graduate Research Assistant cannot be the primary investigator of record.



**Southern Connecticut State University  
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Applicant's Statement  
(FORM 2)**

**Instructions:**

- Please limit statement to two pages.
- Minimum font size 10-point, font style of your choice
- Include header with the title: Applicants Statement
- Include your name on each page in header

Provide a statement using the following headings.

- (1) Need for the Graduate Assistant to aid in your research or teaching, including some detail of the specific tasks you will expect the GSGA to complete;
- (2) How the assistantship will be used to foster recruitment or retention of graduate students within the program; and,
- (3) Relevancy of the assistantship to the student's academic and professional growth.

**Southern Connecticut State University  
School of Graduate Studies, Research, and Innovation (GSRI)  
Graduate Assistantship Scoring Rubric  
Academic Year 2018-2019**

The following criteria will be used to determine the assignment of GA positions.

1. Overall clarity of the proposal. Does the faculty member present a clear and concise explanation of the need for the GSGA for research or teaching?
2. Based on the description provided, does the student possess the capabilities to fulfill the objectives of the proposal, and will these help the student in his/her professional development in the discipline?
3. Based on the description provided, will the assistantship aid the program in recruitment or retention of students?
4. Other criteria will be used for assessment of applications, as appropriate.