

Graduate Assistantship Policy

1. Purpose

Graduate Assistantship (GA) is to provide graduate students with an opportunity to enhance their graduate learning experience complementary to other aspects of their education in the field.

GA additionally serves as a means for students to obtain a tuition waiver from the Department of Psychology.

Graduate assistants are students of MAPAP who closely work with designated faculty and assist the faculty with teaching or research responsibilities, or conducting special projects within the University or Department. Under the GA designation, students receive assignments that require advanced academic and research skills. GA benefits professional development of the students, their research and pedagogical competencies, and academic and organizational collaboration skills.

2. Graduate Assistantship Requirements and Load

Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA) are two major appointments of Graduate Assistantship at the Division of Social Sciences of AUCA. It is required for GTA and GRA to know AUCA academic regulations, policies, deadlines, department's internal regulations, and procedures or other AUCA offices.

Graduate Teaching Assistants (GTAs) may be assigned as classroom co-teachers, classroom assistants, lab assistants, or other positions directly related to classroom instruction. GTAs may assist in developing and grading course assignments, quizzes and exams. GTAs should be supervised by at least one faculty member experienced in the discipline. GTAs may be assigned to teach or assist an undergraduate course only. They may not assist in teaching a graduate course or undertake any responsibilities related to graduate level teaching.

Graduate Research Assistants (GRAs) may assist professors with research activities and participate in research projects of university institutes and centers. GRAs assist in developing research and evaluation surveys, collecting data, data analysis, data presentation, and/or writing draft research reports. It is required that all GRAs complete an Institutional Review Board (IRB) qualification exam prior to beginning their research duties. GRAs should be supervised by at least one faculty member experienced in the field of study.

Graduate Research Assistants for Special Projects may be asked to assist designated faculty with one or several projects related to various responsibilities at the Department or at the level of the University. Special projects that students may be asked to serve at can

include but are not limited to: development of recruitment materials, organization of departmental academic events, developing departmental website or other promotion materials, and other.

3. Workload

The academic load of a GA student should not exceed 4 hours a week. Students may compensate working less hours on one week with working more hours during other weeks, upon discussion with the designated faculty. Students report directly to the Program Coordinator on the hours of GA responsibilities completed each week.

4. Eligibility

To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Hold status of “active full-time student” of graduate program of the Division
- Maintain an overall grade point average (GPA) of 3.0

5. Appointments

Students eligible for a GA position are appointed to work with MAPAP faculty members, based on the number of GA positions for each faculty.

6. Tuition Waiver for Graduate Assistants

GA students are offered partial tuition waivers in the amount of up to 20%. No additional monetary compensation is provided.

See Appendix for GA Agreement.

The GA positions might be offered in the amount of full, half and quarter position with 4, 2 or 1 hour of workload a week respectively.

7. Termination of Appointments

An assistantship appointment may be terminated by the student or the Program during the term of appointment. The reasons for termination may be but not limited to inability to maintain good academic standing, poor assistantship performance, and unsatisfactory service. The assistant must be provided with written notice and an opportunity to respond to the department head or the dean prior to termination.

Upon termination of the appointment by the faculty, the program is required to provide the student with a respective GA position with another faculty.

Termination of the appointment may result in changes in tuition to be paid by the student.

