

Graduate Studies Graduate Assistantships (GSGA)

February 8, 2023

Dear Faculty Colleagues:

I am pleased to announce that the School of Graduate and Professional Studies is requesting nominations for the Graduate Studies Graduate Assistantship (GSGA) awards for the 2022-2023 academic year. These highly competitive teaching and research assistantships are available to qualified graduate and doctoral students and provide a wonderful experiential learning opportunity for students to work closely with a department faculty member. Academic departments are encouraged to review the application criteria and student selection process described in detail within the application hyperlinked below.

Details of the GSGA awards are as follows:

These are non-need-based teaching or research assistantship awards that are used to support master's, sixth year professional diploma, and/or doctoral students.

They are open to currently matriculated students with a minimum 3.2 grade point average (GPA) for all undergraduate coursework and a minimum cumulative GPA of 3.5 for all completed graduate coursework.

Selected students will work 10 hours per week for a half-time GSGA or 20 hours per week for a full-time GSGA as either a research or teaching assistant.

Applications for the GSGA can be found below with complete instructions on the nominating process. As in the past, final awards will be contingent upon the availability of funds to match the number of applications received. **Please note that nominations must be received electronically by the School of Graduate and Professional Studies no later than: Friday, March 31, 2023, by 4 p.m.**

If you have any questions about the nomination process, please don't hesitate to contact Associate Dean Jonathan Wharton, who will be happy to assist you.

Thank you for all you are doing to make this university such a wonderful place for our students.

Sincerely,

Julia Irwin
Acting Dean, School of Graduate and Professional Studies



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Overview

The School of Graduate and Professional Studies' (SGPS) Graduate Studies Graduate Assistantship (GSGA) applications for the Academic Year 2023-2024 are now open. The application deadline is **Friday, March 31, 2023**.

Please indicate whether the graduate assistantship will be half-time (ten hours per week) or full-time (20 hours per week). The exact number of awards will be contingent upon funds available, and the number of half-time and full-time applicants recommended for awards.

This year, the awards are being opened to incoming students as well as to matriculated students. The faculty mentor awarded the GSGA position may recommend by **Friday, April 28, 2023**, a matriculated student for the position to the Dean of the School of Graduate and Professional Studies. SGPS will make every effort, to the extent possible, to honor the recommendation. For the awards for incoming graduate students, SGPS selection committee will match the faculty project proposal job requirements with the incoming students' skills and qualifications and make an award based on the match.

Eligibility Requirements

GSGA's are non-need-based awards administered through the School of Graduate and Professional Studies (SGPS). The eligibility requirements are listed below and determination is contingent upon the following criteria:

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- 1. Must be fully admitted to the Graduate School and pursuing work leading to a master 's degree, professional doctorate, sixth-year certificate, or post-master's planned program.**
- 2. A minimum 3.2 grade point average (GPA) for all undergraduate coursework and a minimum cumulative GPA of 3.5 for all completed graduate coursework, if applicable.**
- 3. A complete GSGA application.**
- 4. Full-time graduate assistants must be enrolled as a full-time graduate student (9 or more credit hours per semester) unless the faculty mentor provides written**



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justification for part-time enrollment. i.e., Student is in a special project, thesis or dissertation phase.

- 5. 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.**

- 6. Half-time graduate assistants may be either a full-time graduate student, as defined above, or a part-time graduate student (for this policy half-time is defined as a graduate student enrolled for 4.5 or greater credit hours but fewer than 9 credit hours per semester.)**

- 7. The student cannot hold other University supported positions (graduate student worker, graduate assistantship, graduate teaching assistantship, resident advisor, graduate intern, or adjunct faculty) while holding the GSGA.**



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Award Categories

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Teaching Assistantships - A teaching assistantship should be considered if the faculty mentor seeks a graduate student who has the academic ability and commitment to teaching necessary to successfully assist in the classroom under their supervision. Please note that the GSGA - Teaching Assistant cannot be the instructor of record for a course. Teaching assistants receive a stipend in the form of a non-need-based scholarship and a potential fee waiver in return for various teaching responsibilities that may include assisting faculty mentor with the tasks listed below:

- Curriculum design, development, revision;
- Planning and preparing course materials;
- Organization and direction of group activities;
- Preparing presentations and other methods of instruction;
- Tutoring and other forms of individualized instruction; and,
- Assessment and grading.

Research Assistantships - a research assistantship should be considered if the faculty mentor seeks a graduate student to assist with an approved research project that will support the academic department. The student will work under the supervision of a faculty mentor in a field related to the student's overall academic and professional development. Please note that the GSGA - Research Assistant cannot be the primary investigator of record. Research assistants receive a stipend in the form of a non-need-based scholarship and a potential fee waiver in return for various research responsibilities that may include assisting faculty mentor with tasks listed below:

- Data collection and analysis;
- Operation and maintenance of equipment;
- Dissemination of research findings;
- Conducting and guiding laboratory experiments,
- Literature review;
- Preparation of manuscripts, musical compositions, or other scholarly endeavors;
- Identifying and troubleshooting problems;
- Maintaining records and inventories; and,



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- Recruiting research participants.

Award and Required Activities

There are two levels of academic department graduate assistantships.

- Full-time graduate assistants appointed to provide 20 hours of service per week or 300 total hours of service per semester. Full-time graduate assistants will be compensated at the rate of **\$6,000** per semester.
- Half-time graduate assistants appointed to provide 10 hours of service per week or 150 hours of service per semester. Half-time graduate assistants will be compensated at the rate of **\$3,000** per semester.

Full-time GSGA's will have the following fees waived: University Fee, University General Fee (except for that portion attributed to student accident insurance), and the Student Activity Fee.

No fees are waived for half-time GSGA's

Students awarded a GSGA must maintain a 3.5 GPA in the fall semester in order to be eligible for an award in the spring semester.



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Application Processing and Filing Deadlines

Faculty mentors should submit the following documents: Applicant Information (pg. 6) and GSGA Application (pg. 9-12) electronically to the address below on or before 4:00 PM on **Friday, March 31, 2023**.

Scanned electronic submissions should be sent to SGPS-application@southernct.edu

Academic departments that have been awarded a GSGA position will then have until **Friday, April 28, 2023**, to identify and submit the name of the student to SGPS, the Dean's Office will review the recommendation to render a final decision.

Faculty mentors should plan to submit the following documents by the dates below: **Due by March 31, 2023**

- Faculty Mentor Information
- GSGA Application

Due by April 28, 2023

- Student Recommendation
- GSGA Certification Statement (completed by the selected student)
- GSGA Student Resume (completed by the selected student)

Applications must be submitted electronically to: SGPS-application@southernct.edu



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FACULTY MENTOR INFORMATION

Full Name: _____

Phone Number(s): _____ **(Home)** _____ **(Cell/work)**

University Email Address: _____

Academic Department: _____

Please check the appropriate boxes below to indicate the type of award you are seeking and whether this will apply to a full-time or half-time student:

Type of Award

- GSGA - Teaching Assistant; or,
- GSGA - Research Assistant.

Student Fall 2023 Enrollment Status

- Part-time; or,
- Full-time.



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Graduate Studies Graduate Assistantship (GSGA) Student Recommendation

To be completed by the Faculty Mentor upon identification of the student to assume the GSGA position. (Due by April 28th)

Instructions: The faculty mentor will complete this form once he/she has identified the student to whom the GSGA position is to be awarded. This form should be submitted along with the student's resume and the Student Certification Form. **The student must be identified no later than Friday, April 28, 2023.** Failure to name a student by this date will result in the GSGA position being withdrawn and potentially awarded to another faculty mentor.

Recommended Student's Printed Name: _____

The faculty mentor must complete this recommendation on separate letterhead and include as a supplemental document with this form. Each of the following three items must be addressed in order under the appropriate heading (e.g., evaluation plan), within two typed (single-sided) pages using a minimum 11-point Times Roman font, single spaced.

- 1) Qualifications of the applicant, including academic performance
- 2) Evidence of interest and commitment to the Assistantship experience
- 3) Evaluation plan to assess student's achievements

Recommendation letters must be submitted electronically to:
SGPS-application@southernct.edu

Mentor's Printed Name: _____

Mentor's Signature: _____ **Date:** _____



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Faculty Mentor Certification Statement

- I certify that the information provided by me is accurate and complete.
- I understand that all documents submitted for consideration become the property of Southern Connecticut State University and will not be returned to me, nor duplicated for me for any reason.
- I understand that award of a GA is subject to availability of funds and to verification of final records from all academic institutions the recommended student has attended.
- I understand that I am responsible for notifying the School of Graduate & Professional Studies (SGPS) of any changes to the student's academic status (i.e., GPA drop, changes to schedule, etc.) in a timely manner.
- I understand that I must notify SGPS of any attendance or performance issues related to the student.
- I understand that I must submit an evaluation form to SGPS (form will be emailed at the end of the Fall semester)

Printed name of Faculty Mentor: _____

Signature of Faculty Mentor: _____ **Date:** _____



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Graduate Studies Graduate Assistantship (GSGA) Certification Statement

To be completed by Recommended Student

- I certify that the information provided by me is accurate and complete.
- I understand that all documents submitted for consideration become the property of Southern Connecticut State University and will not be returned to me, nor duplicated for me for any reason.
- I understand that award of a GA is subject to availability of funds and to verification of final records from all academic institutions I have attended.
- I understand that I am responsible for notifying the School of Graduate & Professional Studies of any changes to my student status (i.e., GPA drop, changes to schedule, etc.) in a timely manner.
- I understand that holding or accepting any other University supported positions renders me immediately ineligible for the GSGA award.
- I pledge to conduct myself with the highest personal and professional demeanor and maintain the highest ethical standards and academic integrity.
- I understand that the GSGA award may be withdrawn if I do not fulfill all of the associated responsibilities.

Printed name of Recommended Student: _____

Signature: _____ **Date:** _____



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Application

1. Please provide a concise description of the research / teaching assistantship and how the appointment of a GSGA will benefit the academic department.



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2. List the specific responsibilities that this research / teaching assistantship will entail, how the assigned student's work will be tracked, and the metrics for success.

3. Explain how this assistantship will be used to foster recruitment or retention of graduate students within the program.



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4. Describe the methodology and recruitment plans* that will be used to identify either a prospective / matriculated student with the skills, interests, and educational background required for this position.

5. Describe the relevancy of this assistantship to the student's academic and professional growth.



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6. Describe how the final results, lessons learned, successes, and areas for improvement of this assignment will be presented to the Dean's Office in the School of Graduate and Professional Studies.

7. Conclude with a brief overview of how this research / teaching assistantship will continue past the appointment or in the event that there are challenges with the student's ability to complete the assignment.