



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

Overview

The School of Graduate and Professional Studies' (SGPS) Graduate Studies Graduate Assistantship (GSGA) applications for the Academic Year 2024-2025 are now open. The application deadline is **Friday, March 29, 2024**. *Please Note: This is a hard deadline.*

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 26, 2024**, 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. *Please Note: This is a hard deadline.*

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:

Graduate Studies Graduate Assistantship (GSGA)

- 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**



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

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.**



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

Award Categories

Graduate Studies Graduate Assistantships (GSGA)

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,



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

- 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.

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

Students awarded a GSGA must maintain a 3.5 GPA in the current semester in order to be eligible for any future awards.



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

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 29, 2024.**

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 26, 2024**, to identify and submit the name of the student to SGPS, the Dean's Office will review the recommendation to render a final decision.

Please Note: These are hard deadlines.

Faculty mentors should plan to submit the following documents:

Due by March 29, 2024

- Faculty Mentor Information
- GSGA Application (Please review the application criteria in detail within the application)

Due by April 26, 2024.

- 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



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

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 2024 Enrollment Status

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



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

Graduate Studies Graduate Assistantship (GSGA)

Application

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



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

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.



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

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.



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

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.



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

Graduate Studies Graduate Assistantship (GSGA)
Student Recommendation

To be completed by the Faculty Mentor upon identification of the student to assume the GSGA position.

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 26, 2024. 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:** _____



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

Graduate Studies Graduate Assistantship (GSGA)
Faculty Mentor Certification Statement

To be completed by Faculty Mentor

- 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 semester)

Printed name of Faculty Mentor: _____

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



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

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 GSGA 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 understand that the GSGA award may be withdrawn if I do not fulfill all of the associated responsibilities.
- I understand that as a Graduate Assistant, I am encouraged to attend, participate, or volunteer for our annual Graduate Student Research and Creativity Conference.
Please Note: Conference participation does not affect your eligibility.
- I pledge to conduct myself with the highest personal and professional demeanor and maintain the highest ethical standards and academic integrity.

Printed name of Recommended Student: _____

Signature: _____

Date: _____



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2024-2025)

Graduate Student Research and Creativity Conference

As a Southern Graduate Assistant, we encourage you to attend, participate, or volunteer for our annual Graduate Student Research and Creativity Conference.

This conference is a showcase of graduate student research, posters, papers, presentations, and more! All stages of work will be accepted. The conference was created to highlight graduate student research, help students gain professional development experience, and to form an interdisciplinary community among SCSU graduate students and faculty.

For more information visit www.southernct.edu/creative-conference

Questions? Contact Jonathan Wharton at WhartonJ1@southernct.edu

Resources for Students

Visit <https://www.southernct.edu/creative-conference/resources> for guidance and tips on three modes of disseminating your work at SCSU student conferences: oral presentations, roundtable discussions, and posters.

Student Conference Travel Grants

The Conference Travel Grants for Students aims to provide graduate and undergraduate students with funds to support travel costs and/or registration fees for national or international conferences whether virtual or on ground for the purpose of presenting their scholarship. Proposals from students who wish to attend a conference without presenting their work will not be considered for funding.

We encourage you to apply!

Please Note: Travel is funded by the Provost, but all applications are reviewed and accepted or denied by the Research and Scholarship Advisory Committee (RSAC) .

For questions, please contact Professor C. Michele Thompson thompsonc2@southernct.edu.