

Graduate Assistantship Application

Student Name

ID #

1. Desired starting term (check one): Fall Spring Summer, 20__
(Summer assistantships are generally not available.)

2. What GA position(s) are you applying for? (please rank)

__Office Assistant __Program Assistant __Program Development __Public Relations

3. Have you taken a class in research or statistics? Yes No

4. Have you been involved in research activities? Yes No

5. What are your research interests?

6. What work experience have you had? (A resumé and/or other information may be requested.)

Student Signature

Date

Guidelines for Graduate Assistants

As a program, we appreciate our Graduate Assistants. They are representatives of not only our program, but also the School of Social and Behavioral Sciences and Andrews University. We expect our students to follow the guidelines listed below as set forth for dress and ethical behavior by the Office of Student Life.

Ethical and Professional Behavior:

_____ **Professionalism:** A professional, positive, and helpful attitude expresses respect for all. Please be courteous with each individual with whom you interact while at work.

_____ **Responsibility:** During the time you are working, you are expected to give your attention to the work that has been assigned to you. Responsible behavior does not include working on assignments or constant chatting with others.

_____ **Confidentiality:** It is expected that you will hold in confidence information regarding student papers or grades, or any conversations you hear while at the office.

_____ **Appropriate Boundaries:** If you are approached by another student asking for information, access to records, or to an office, you are expected to decline. You are encouraged to inform your supervisor if you are uncomfortable with any requests made of you.

_____ **Work Schedule:** You are responsible for working out your schedule, and maintaining it, with your direct supervisor. It is your responsibility to turn in your hours to your supervisor weekly (by noon on Monday, unless otherwise arranged). If you need to deviate from your arranged work schedule, it is your responsibility to contact your supervisor and obtain permission. You may occasionally be asked to do something for someone in the department other than your direct supervisor.

_____ **Office and Computer Access:** The use of office supplies, copiers, faxing, and printing for personal use is not appropriate. It is also inappropriate to access any of these services for another student.

_____ **Appropriate Attire:** For men, pants or jeans with shirts or sweaters are appropriate at work. For women, skirts, pants or jeans with shirts, blouses, sweaters and/or jackets or dresses are appropriate at work. **Examples of inappropriate attire include:** (men) I tank tops, bare midriffs, unbuttoned shirts, short shorts, or biker shorts; (women) sheer blouses, tube tops, low necklines, bare midriffs, spaghetti straps or no straps, tank tops, miniskirts, or any tight-fitting, revealing clothes.

By checking the items above, I acknowledge that I understand these expectations.

Student Name

Student Signature

Date

Supervisor Signature

Graduate Assistantship Policy

A limited number of graduate assistantships are available each semester. The following policies have been developed in order to make the process of assigning positions fair and equitable.

- Students may apply for graduate assistantships who are enrolled full-time in the program (minimum 8 credits) or who are in the final semester of the program and are taking at least six (6) credits. Classes must be on campus for students to qualify for an assistantship.
- A graduate assistant contract is for one semester at a time and does not imply future contracts.
- Assignments will be made by the program director. Attempts will be made to match student interest with faculty projects, where possible. However, this matching is not always possible or practical, and in such cases, a student may be assigned to a project that is outside his/her specific research interests.
- Students will be evaluated by their supervising faculty at the end of each semester.
- Satisfactory evaluations during the Fall semester usually lead to a renewed contract with the same faculty for another semester; however, all assignments are made at the discretion of the program director.
- Satisfactory evaluations during the Spring semester may or may not result in a contract with the same faculty member in the following school year. Future assignments will be based on multiple factors beyond a satisfactory evaluation.
- Unsatisfactory evaluations may result in termination from a graduate assistantship, and future assistantships may not be permitted.
- The number of graduate assistantships available is dependent on the availability of both funding and faculty mentors. Attempts will be made to place all qualified applicants, but there is no guarantee of placement.
- Summer graduate assistantships are generally not available. Exceptions to this policy may be made if the supervising faculty member has alternative sources of funding.
- All graduate assistants will be allowed an equal number of work hours per semester, at a rate of \$11 per hour, paid biweekly based on actual hours submitted. Students may work up to the maximum number of hours but may not exceed the limit each semester. Hours not used in a given semester will be forfeited.
- Graduate assistants are expected to use the timeclock to punch in and out when working at the office and to keep track of time worked in order to get paid. Every Monday by noon your supervisor will review the time put in and submit approved time. Daily reports of what has been accomplished during work hours should be communicated with the supervisor.
- If there is a problem with a particular graduate assistantship assignment, students should meet with the program director to discuss options.
- Graduate assistants must maintain a GPA of at least 3.0. Should a student's GPA drop below this level, he/she will not be eligible for a contract until the GPA has returned to this level.

By signing below, I acknowledge that I have read the above policy and agree to its terms.

Graduate Assistant Signature

Date

CIDP Director Signature

Date

Student Name _____

Year / semester _____

Please fill in the time that you are available:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					Closed
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					