

**UNIVERSITY OF NORTH GEORGIA**  
Department of Political Science and International Affairs

**POLICIES PERTAINING TO GRADUATE ASSISTANTSHIPS**

With the approval of the dean of the College of Arts and Letters, each of the department's graduate programs--the Master of Arts in International Affairs (M.A.I.A.) Program and the Master of Public Administration (M.P.A.) Program--may designate one student enrolled in the program as a graduate assistant. This document explains the expectations and compensation that a graduate assistantship entails.

**A. Expectations**

1. Conventionally, a full graduate assistantship involves an average of 20 hours of work per week. Typically, the department's graduate assistantships are half graduate assistantships; unless otherwise specified, our graduate assistants will occupy this type of assistantship and be assigned an average of 10 hours of work per week for a 16-week semester. The actual number of hours per week may vary over the course of a semester, depending on the week-to-week variation in the proceedings of the course or research project.

2. Both the application and appointment process shall clearly specify whether the student will be a graduate assistant for teaching or a graduate assistant for research.

3. The head of the department will assign a graduate assistant to one faculty supervisor.

4. Under the direction of the faculty supervisor, a graduate assistant for teaching will do the following or assist the faculty member in doing the following: (a) devising examinations, (b) proctoring examinations, (c) grading examinations, papers, and/or other assignments, (d) holding office hours to be available to students, (e) holding tutorials and/or review sessions with individual students or groups of students, (f) delivering instruction during class meetings, (g) maintaining student attendance records, (h) maintaining course resources on the Internet, and/or (i) accomplishing other related processes. The assistance to the faculty supervisor will be for one course, unless the department head authorizes otherwise.

5. Under the direction of the faculty supervisor, a graduate assistant for research will do the following or assist the faculty member in doing the following: (a) searching for and obtaining scholarly works in the field, (b) devising research instruments and indicators, (c) collecting data, (d) analyzing data, (e) writing the content of research products, (f) maintaining research resources and products on the Internet, and/or (g) accomplishing other related processes.

### B. Compensation

The department shall request for each graduate assistant the subsidization of his/her tuition (fees shall not be similarly abated). The department shall provide a stipend for each graduate assistant.

### C. Selection

1. The head of the department shall appoint a committee whose purpose shall be to select students to serve as graduate assistants. The department head may serve on the committee and may appoint the graduate-program coordinators and other members of the faculty. The department head may change the composition of the committee at any time.

2. The selection committee shall accept applications from students who have been admitted to the department's graduate programs and are in good academic standing. Ordinarily, the department will give preference to applicants who have completed at least 6 credit of coursework.

3. The selection committee shall evaluate the applicants based on such criteria as (a) undergraduate and graduate transcripts, (b) knowledge of the subject area with which the graduate assistantship is related, (c) experience as a graduate assistant, (d) facility with written and oral communication, (e) relevant work experience, (f) the student's apparent enthusiasm, desire to establish a career in teaching and/or research, and other indications of interest, (g) evidence of consistency of interests between an applicant and a faculty supervisor, and/or (h) other related indications that the applicants are likely to be productive in the role of graduate assistant.

4. A selected applicant shall be notified about (a) the duration of the offer--i.e., whether the offer is for one semester or both semesters of an academic year and (b) the course load that the graduate assistant is required to maintain in order to continue to qualify.

### D. Faculty Supervisor's Responsibility

1. From time to time during the semester, the faculty supervisor shall provide feedback to the graduate assistant about the graduate assistant's work. The faculty supervisor shall advise the graduate assistant of any deficiencies and how the faculty supervisor believes that they may be remedied.

2. During the last week of classes, the faculty supervisor shall submit to the program coordinator an evaluation of the graduate assistant's performance. The evaluation should include the faculty supervisor's assessment of whether the graduate assistant's performance merits reappointment.

#### E. Reappointment and Termination

1. A graduate assistant shall be eligible to apply and be considered for renewal of his/her graduate assistantship, if he/she continues to be enrolled as a regular graduate student in good standing in one of the department's graduate programs.

2. If a student is offered a graduate assistantship for an entire academic year (i.e., two semesters), the department may withdraw the offer for the second semester, without cause, only in the case of financial exigency.

3. A graduate assistant's faculty supervisor may recommend that the graduate assistantship be terminated prematurely for reasons such as (a) incapacity to carry out the responsibilities of the assignment, (b) unwillingness to carry out the responsibilities of the assignment, (c) behaviors that interfere with the accomplishment of his/her, the faculty supervisor's, students', or the department's appropriate objectives, (d) actions or behaviors that diminish the department's image or reputation, or (e) other actions or behaviors that are contrary to the well-being of the department, the school, or the university. Such a recommendation shall be considered by the selection committee. The committee may terminate the graduate assistantship during the semester if circumstances so necessitate or may terminate a year-long assistantship at the end of the first semester of the arrangement.

4. Upon the termination of a graduate assistant's status in or his/her withdrawal from the M.A.I.A. or M.P.A. Program, as applicable, the graduate assistantship shall immediately terminate. The selection committee may consider termination of a graduate assistantship if the assistant loses his/her good academic standing, the assistant's course load falls below the number of credits specified in the offer, and/or the assistant is carrying more than two "I" marks at any one time.

5. In the case of termination of a graduate assistantship, such termination may result in loss of the tuition subsidy and any stipend. A graduate assistant so terminated may appeal the committee's decision, within five business days of notification, to the dean of the College of Arts and Letters. Any further appeal process shall be subject to the regulations of the school.

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