

**Southern Connecticut State University**  
**School of Graduate Studies**  
**Graduate Assistantship Application (GA) 2012-2013**

The School of Graduate Studies announces the Graduate Assistantship (GA) competition for full-time matriculated graduate students for the 2011-2012 academic year. The application deadline is **Wednesday, February 1, 2012 at Noon EST.**

**Eligibility**

The GA is a non-need based award administered through the School of Graduate Studies and is contingent upon: **(1)** acceptance to a graduate degree or Sixth Year diploma program; **(2)** the achievement of a minimum 3.0 grade point average for all undergraduate coursework and 3.5 grade point average for all graduate coursework.

Students must be enrolled full-time during the year of the award. Students cannot hold other University supported positions (such as graduate student worker; graduate research fellow; graduate teaching assistant; resident advisor; graduate intern, or adjunct faculty) while holding the GA.

**Amount of Assistantship**

Each GA involves a scholarship and stipend totaling \$12,000 for the 2012-2013 academic year. Up to ten awards will be made for the academic year by the Dean of the School of Graduate Studies. Please note that awards are contingent upon availability of funds.

**Required Activities**

GA awardees will be required to complete an average of 20 contact hours of work per week during the academic year. Specific activities will be dependent on the nature of the Assistantship offered by the academic department and approved by the Dean of the School of Graduate Studies.

**Application Process and Filing Deadline**

The following documents must be submitted to the School of Graduate Studies, 501 Crescent Street, EN B 110, New Haven, Connecticut 06515, **on or before noon EST on Wednesday, February 1, 2012.**

1. Graduate Assistantship Application Checklist and Certification Statement (Form 1)
2. Completed GA Application form (Form 2)
3. Applicant's Personal Statement (Form 3)
4. Faculty Mentor Recommendation (Form 4) (Submitted directly to the School of Graduate Studies by the faculty mentor)
5. Transcript documenting baccalaureate degree conferment or showing current courses if degree has not been conferred

6. Transcript(s) from all undergraduate institutions where 12 or more credits have been completed
7. Transcript(s) documenting all graduate courses taken (if applicable)

**Note: Official or unofficial transcripts (e.g., BANNER prints, photocopies) are acceptable. Students receiving the award may be asked to provide official verification of any submitted documents. Applications lacking any of the required documents will not be considered by the GA Awards Committee.**

## **Graduate Assistantship Categories**

### **Teaching Assistantship**

A teaching assistantship is an award given to a full-time matriculated graduate student who has the academic ability and the commitment to teaching necessary to assist successfully in the classroom under the supervision of a graduate faculty member. Teaching assistants receive a stipend, a non-need based scholarship, and a fee waiver in return for various teaching responsibilities that may include assisting in:

- Planning and preparation
- Designing, developing, clarifying, and revising curriculum
- Organizing and directing group activities
- Preparing presentations and other methods of instruction
- Tutoring and other forms of individualized instruction
- Assessing and grading

The Graduate Teaching Assistant cannot be the instructor of record for any given course.

### **Research Assistantship**

A research assistantship is an award given to a full-time matriculated graduate student who assists with a graduate faculty member's research. The student works under the supervision of a faculty member in a field that is related to that student's overall academic and professional development. Research assistants receive a stipend, a non-need based scholarship, and a fee waiver in return for various research responsibilities that may include assisting in:

- Collecting, processing, and analyzing data
- Operating and maintaining equipment
- Disseminating research findings
- Conducting and supervising laboratory experiments
- Reviewing literature
- Identifying and solving problems
- Training, supervising and monitoring other personnel
- Maintaining records and inventories
- Recruiting research participants

The Graduate Research Assistant cannot be the primary investigator of record.

**Southern Connecticut State University  
School of Graduate Studies  
Graduate Assistantship Application Checklist and  
Certification Statement (FORM 1)**

**Prior to submitting your GA application, please review and checkmark each of the items below to verify that all required items (except the Faculty Mentor Recommendation) are included in your application and that they have been placed in the proper order.**

- GA Application Checklist and Certification Statement (Form 1)
- Completed GA Application (Form 2)
- Applicant's Personal Statement (Form 3)
- Faculty Mentor Recommendation (Form 4, Submitted directly to the School of Graduate Studies by the faculty mentor)
- Transcript documenting baccalaureate degree conferment or showing current courses if degree has not been conferred
- Transcript(s) from all undergraduate institutions where 12 or more credits have been completed
- Transcript(s) documenting all graduate courses taken (if applicable)

**Note: The inclusion of materials other than those described in the checklist above will result in the immediate disqualification of the application from the GA competition.**

**Certification**

I certify that the information provided in this application 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 also 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 further understand that holding or accepting any other University supported positions renders me immediately ineligible for the GA 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 GA award may be withdrawn if I do not fulfill all of the associated responsibilities.

**Printed name applicant:** \_\_\_\_\_

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Southern Connecticut State University  
School of Graduate Studies  
Applicant's Personal Statement (FORM 3)**

**Applicant's Printed Name:** \_\_\_\_\_

**Academic Department:** \_\_\_\_\_

**Type of GA (check only one)**     **Teaching**                       **Research**

**Instructions:** Provide a one-page statement using the following headings: (1) My qualifications for the Assistantship; (2) Relevancy of the Assistantship to my academic and professional growth; (3) Commitment to the Assistantship. You must limit your statement to one page, single-side, using a minimum of 10-point Times Roman font style, single-spaced. Attach your personal statement to this form.

**Southern Connecticut State University  
School of Graduate Studies  
Faculty Mentor Recommendation (FORM 4)**

**Instructions:** The applicant will give this form to his/her faculty mentor to complete. The faculty mentor will submit this form and his/her letter of recommendation directly to the School of Graduate Studies.

**Applicant's Printed Name:** \_\_\_\_\_

**Type of GA (Check only one box):**    **Teaching**    **Research**

The faculty mentor must provide a letter of recommendation. Each of the following four items must be addressed in order under the appropriate side 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) Applicant's specific activities during the Assistantship
- (4) Evaluation plan to assess student's achievements

**Please attach your letter of recommendation to this Form and submit it to School of Graduate Studies, Southern Connecticut State University, 501 Crescent Street, EN B 110, New Haven, Connecticut 06515.**

**Mentor's Printed Name:** \_\_\_\_\_

**Mentor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Curriculum Vitae Instructions

Please include your current curriculum vitae (CV) in this application packet. Your CV must include the information listed below. Other information such as Volunteer Experience, Foreign Language, and Information Technology skills may also be included in the CV.

### Education

List all post-secondary institutions attended in chronological order starting with the most recent. For each program, enter the beginning and end dates in the appropriate column. Cite the degrees obtained. If a degree was not conferred, enter a hyphen. Cite the cumulative GPA using two decimal points. GPAs must be cited in a manner that is consistent with the figures that appear on the attached transcripts.

For example:

<i>Institutions attended</i>	<i>Dates</i>	<i>Degree(s) received</i>	<i>Number of credits</i>	<i>Cum. GPA</i>
1. State University of New York	2000-2004	B.A.	90	3.60
2. Central Connecticut State University	2003-2004	-	12	3.45
3. University of South Florida	1995-1998	-	20	4.00

### Work Experience

List all employers and job titles in chronological order starting with the most recent. For each job, enter the beginning and end dates.

### Academic Honors, Awards, Publications, Exhibitions, Performances, etc.

List titles of any awards received during the course of your academic career. Include the dates and the awarding institution or agency. Please use a separate sheet if additional space is required. Do not include any other supporting materials, *e.g.*, copies of articles, photographs of awards, etc.

**Southern Connecticut State University**  
**School of Graduate Studies**  
**Graduate Assistantship Evaluation Criteria**  
**2012-2013**

**Applicant's Qualifications and Commitment (35 points)**

The student's academic record and curriculum vitae display: 1) excellent over-all academic performance; and 2) superior leadership that supports proposed duties and undertakings for which the student will be responsible.

**Applicant's Personal Statement (35 points)**

The student's personal statement demonstrates a clear understanding of the scope and responsibilities of the proposed assistantship and its relevancy to the student's academic and professional growth. The statement also describes the student's prime motivation for wanting to undertake the proposed assistantship.

**Faculty Mentor's Recommendation (30 points)**

The graduate faculty mentor supports the application and serves as an adviser to the student. The mentor's recommendation provides 1) further information about the applicant's academic qualifications; 2) discusses the applicant's interest in and commitment to the assistantship; 3) outlines the specific activities to be undertaken by the applicant; and 4) describes the evaluation plan that will be used to assess the student's achievements.