



Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Studies Graduate Assistantship (GSGA)
Academic Year (2022-2023)

Overview

The School of Graduate and Professional Studies' (SGPS) Graduate Studies

Graduate Assistantship (GSGA) applications for the Academic Year 2022-2023 are now open. The application deadline is **Friday, April 1st, 2022 at 4:00pm.**

Please indicate whether the graduate assistantship shall be part-time (ten hours per week) or full-time (20 hours per week). The exact number of awards will be contingent upon the number of part-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 member awarded the GSGA position may recommend by **April 29th**, 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. Acceptance to a graduate degree, sixth year professional diploma program, or doctoral degree.**
- 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. Must be enrolled full-time during the year of the award unless the program is only offered part-time, or the faculty sponsor provides written justification for part-time enrollment.**



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- 5. 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.**

Recommended students **must** be enrolled in the appropriate level of coursework for his/her stage of progress toward their degree. For students **not** in a special project, thesis or dissertation phase, full-time enrollment is required during the year of the award, **unless** the program is only offered part-time.

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. This may include registration for IDS 900.

Award Categories

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Teaching Assistantships - A teaching assistantship should be considered if the faculty member 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 members 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.



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Research Assistantships - a research assistantship should be considered if the faculty member 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 member 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 members 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,
- Recruiting research participants.

Award and Required Activities

GSGA awardees will be required to complete 10 contact hours (part-time) or 20 contact hours (full-time) of work each week during the academic year. Specific activities will depend upon the nature of the assistantship as outlined in this application and must be approved by the Dean's Office in the School of Graduate and Professional Studies (SGPS). Up to ten (10) awards will be made by the Dean of the School of Graduate and Professional Studies. Please note that awards are contingent upon the availability of funds.

Full-time graduate students awarded a GSGA will receive **\$6,000** each 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.

Part-time graduate students will receive **\$3,000** each semester. No fees are waived for part-time GSGA's; however, the stipend equates to approximately 68% of a student's total bill when taking six credits of coursework.

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. Students may apply again for a second-year award pending the availability of funding.



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Application Processing and Filing Deadlines

Faculty members should submit the following documents (GSGA Application - Forms 1 & 2) electronically to the address below on or before 4:00 PM on **Friday, April 1st, 2022**.

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 29th, 2022, 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 members should plan to submit the following documents by the dates below: **Due by April 1st, 2022**

- Applicant Information
- GSGA Application

Due by April 29th, 2022

- GSGA 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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APPLICANT INFORMATION

Full Legal Name: _____

University Address: _____

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 part-time student:

Type of Award

- Graduate Studies Graduate Assistantship - Teaching Assistant; or,
- Graduate Studies Graduate Assistantship - Research Assistant.

Student Enrollment Status

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



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Graduate Studies Graduate Assistantship - Application Questions

Each of the questions below is included in fillable PDF format in Appendix A.

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

**Please note – SGPS will make every effort, to the extent possible, to honor the faculty 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.*



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Graduate Studies Graduate Assistantship (GSGA) Student Recommendation

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

Instructions: The faculty member 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 29th, 2021.** Failure to name a student by this date will result in the GSGA position being withdrawn and potentially awarded to another faculty member.

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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Graduate Studies Graduate Assistantship (GSGA) 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 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 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 of Student: _____ **Date:** _____



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APPENDIX A:

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.



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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.