

Master of Arts in Professional Communication

Application Procedures for Graduate Teaching Assistantships

All graduate assistantships, whether state supported or extramurally funded, are under the jurisdiction and regulations of the Department Graduate Council. A Graduate Teaching Assistant (GTA) is a person registered as a graduate student appointed to carry out either teaching or research duties. Students appointed as GTAs will typically be asked to teach one section of COMM 1010, although there may be other needs or opportunities that warrant teaching other courses as determined by the Department Chair. This includes preparing all course instruction materials (e.g. syllabus, lectures, assignments), grading assignments, reports and examinations, attending all trainings, maintaining consistent office hours at the Speech and Presentation Center, and following all SUU and department policies (See Policy 6.28 Faculty Profession Responsibility <http://suu.edu/pub/policies/pdf/PP628Faculty.pdf>).

Deadline:

Assistantships are awarded on an annual basis and are competitively selected based on a number of factors. These decisions are made at the sole discretion of the Department Graduate Council. Assistantship applications must be submitted by March 15th and notification of awards will be sent on or before April 15th for the following academic year. All application materials should be submitted electronically to Pam Halgren, Communication Department Secretary, halgren@suu.edu.

Compensation:

GTAs are employed by the university to conduct work in exchange for compensation. In this capacity they are expected to report in the same time-frame as faculty, i.e., during academic semesters and not during break or vacation times. As employees, GTAs must report one week prior to commencement of classes both fall and spring semester. Exceptions to this statement may be negotiated at the time of employment, however, both parties must agree to the arrangement and approval must be obtained from Department Chair, Academic Dean or Graduate Dean. GTAs work on the average 10 hours per week and they will be paid \$2,100 and receive a \$2,000 tuition waiver for both Fall and Spring semesters. GTAs are responsible for books, fees and all tuition not covered by the waiver.

Regulations:

1. Normally, a GRA will not carry an academic load in excess of 9 credit hours. A minimum of 6 graduate credit hours per semester is allowed when students are enrolled and working on their capstone.
2. First year GTAs are required as part of their contract obligation to attend any Graduate Assistant Teacher Training and Orientation sessions typically offered at the beginning of Fall semester.
3. An assistantship may be terminated if the student does not satisfactorily perform assigned duties. Assistantships may also be terminated if a student does not make satisfactory progress toward the degree. Unsatisfactory progress includes, but is not limited to: filing a degree program late; failing to remove an incomplete grade by the beginning of the next semester; earning a grade point average below a 3.0; or receiving grades of C in two or more program courses.
4. Before accepting employment on or off campus (of 10 hours or more) the graduate assistant must inform the Department Chair & Graduate Director to ensure this work will not compromise performance of assigned classroom duties. Failure to request approval of employment may result in the assistantship being rescinded.
5. Renewal of an assistantship will be subject to a review of the GTA's record. A new application must be submitted each year an assistantship is sought.
6. GTAs are not covered by university employee insurance; they do not receive annual or sick leave and they are not included in retirement plans.

Equal Opportunity: It has been and will continue to be the policy of Southern Utah University to be an equal opportunity institution. All decisions of admissions and employment are based on objective standards that will further the goals of equal opportunity. The University is committed to assuring that all programs and activities are readily accessible to all eligible persons without regard to their race, color, religion, gender, national origin, ancestry, age disability, Vietnam-Era and/or disabled veteran status, any protected class under relevant state and federal laws, and in accordance with University policy, and sexual orientation.

* Do not apply unless you have completed your application for admission. TA's will be awarded a one year contract provided satisfactory performance is achieved.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____

Other names used: _____

T Number: _____ Date of Birth _____

Local address: _____ City _____ State _____ ZIP _____ Phone _____

Permanent address: _____ City _____ State _____ ZIP _____ Phone _____

Country of Citizenship: _____ E-mail address: _____ @ _____

OPTIONAL INFORMATION

Racial/Ethnic Background: _____

Medical /Physical limitations or special needs: _____

Relevant Work Experience

List any experience you have in teaching. Why would you make an effective teaching assistant?

Skills/Experience

Rate your skills in the following areas (Excellent, Above Average, Average, Limited)

Written Communication _____ Oral Communication _____

Research Skills (Library, Web, Etc.) _____ PC/Word Processing/Computer _____

Organizational Skills _____ Other (list) _____

Supplemental Information

List supplemental information (employment, honors, publications, etc.) be specific:

To the best of my knowledge and ability, I certify that the above information is correct/accurate and accept the provisions of the assistantship as provided in supplemental documents.

Signature of Applicant: _____ Date: _____

(Attach additional sheets as necessary to fully explain your credentials)

Submission Instructions

The application form is to be submitted electronically. To do so, follow these instructions:

1. You should fill out the above form on line then save it to your computer.
 - a. In the browser of your choice, fill in the required information.
 - b. Choose the “Save As” function by clicking on the second icon in the application menu (just to the right of the envelope looking icon).
 - c. Save the file to your computer in a location where you can easily find it again.

2. If you have supplemental information, save that to the save location as above.
 - a. Supplemental information should be saved in Word (.doc or .docx) format.
 - b. Do not use non standard software to save this information.

3. Once you have the information ready, send it to the Graduate Secretary at the following e-mail address: halgren@suu.edu.
 - a. In the subject line, indicate that this is an application for Graduate Assistantship.
 - b. Be sure to include the application and any supplemental information as attachments to your e-mail message.

4. If you have trouble sending your application, please contact the Graduate Secretary, Pam Halgren at 435-586-7861, for assistance.