

## **Master of Arts in Professional Communication**

### **Application Procedures for Graduate Assistantships (Non-Teaching)**

---

All graduate assistantships, whether state supported or extramurally funded, are under the jurisdiction and regulations of the Communication Department Graduate Council. A Graduate Assistant (GA) is a person registered as a graduate student appointed to carry out special projects or research duties. Students appointed as GAs will be assigned to one of the following duties (see below) and are expected to follow all SUU and department policies (See Policy 6.28. <http://suu.edu/pub/policies/pdf/PP628Faculty.pdf>).

The Communication Department offers 4 different non-teaching Graduate Assistantships (GAs) to help fund our students. Applicants should indicate on the application (and on a separate sheet if necessary) which of these assistantships are of most interest and any specific qualifications that might make the students a good candidate for this award.

GAs may be assigned to one of the following duties. Please specify which one in the application:

1) Speech & Presentation Center (2 awards)

GAs will work at least 4 hours per week in the Speech & Presentation Center (SPC) under the direction of Sage Platt. GAs should be available to help students, faculty, and community during scheduled hours. GAs will be required to attend all SPC trainings and work on SPC projects related to curriculum development, Intern supervision and community client needs. In addition because students pay a program fee associated with speech related courses, GAs will need to be available to help students fully utilize the SPC services. GAs should be prepared to participate in related academic and professional organizations as assigned by the SPC Director.

2) Advertising Assistant - Centurium Consulting Group (1 Award)

GAs receiving this award will work under the direct supervision of Dr. Art Challis. Duties will include, but are not limited to assisting with the undergraduate advertising agency (CCG) in working with clients, and students. GAs will also work with student media in generating advertising revenue from audiences associated with Power 91, SUTV & The University Journal.

3) Research Assistant (1 Award)

GAs will work with no more than 2 professors in the department that will be rotated from semester to semester based on expressed need from faculty. Duties will include, but are not limited to gathering research articles, entering data, coding data, co-authoring projects or other various duties related to faculty research needs.

***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 15<sup>th</sup> and notification of awards will be sent on or before April 15<sup>th</sup> for the following academic year. All application materials should be submitted electronically to Pam Halgren, Communication Department Secretary, [halgren@suu.edu](mailto:halgren@suu.edu).

***Compensation:***

GAs 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, GAs 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. Graduate assistants work on the average 8-10 hours per week and they will be paid \$1,000 and receive a \$1,000 tuition waiver (\$500 per semester) for completed work. GAs are responsible for books, fees and all tuition not covered by the waiver.

***Regulations:***

1. Normally, a graduate assistant 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 GAs are required as part of their contract obligation to attend any Graduate Assistant Training and Orientation sessions typically offered at the beginning of Fall semester.
3. A GA 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 GA must inform the Department Chair & Graduate Director to ensure this work will not compromise performance of assigned 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 assistant's record. A new application must be submitted each year an assistantship is sought.
6. GAs 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.

LEARNING LIVES FOREVER

\* Do not apply unless you have completed your application for admission.

## 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 research.

## 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](mailto: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.