

# Master of Arts in Professional Communication

## Application Procedures for Graduate Teaching Assistantships

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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, and following all SUU and department policies (See Policy 6.28 Faculty Professional 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 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 Tammi Miller, Communication Department Administrative Assistant, [tammimiller@suu.edu](mailto:tammimiller@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, e.g., 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, or Graduate Director. GTAs work on the average 10 hours per week and they will be paid a \$2,400 stipend for teaching and receive a \$1,700 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 GTA will not carry an academic load in excess of 10 credit hours. A minimum of 6 graduate credit hours per semester is required to obtain tuition benefits 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: 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. Tuition benefits only apply in semesters when GTAs are teaching a course.

**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.