

The University of Texas at Brownsville and Texas Southmost College

Policies and Procedures Pertaining to Graduate Assistantships

The University awards graduate assistantships each year on a competitive basis to graduate students in support of their efforts to obtain a graduate degree. Graduate assistants may serve as teaching assistants, lab assistants or research assistants. The assistantship award varies by department depending on the nature of the assignment and may include monthly stipend, tuition and fees. Full-time graduate assistants must be enrolled for a minimum of nine (9) semester hours of graduate work each semester and are expected to devote their time and service solely to their graduate studies and graduate assistantship assignments, and may not be employed elsewhere during the course of the assistantship. The standard stipend for Full-time graduate assistants is \$10,000 per academic year. Part-time graduate assistantships may also be available depending on the needs of the academic department. In such cases, the stipend and assignment will be less than that of a full-time graduate assistant. Assistantship applications are submitted to the academic department or graduate program and recommendations are forwarded to the Office of Graduate Studies for approval. Appointments are normally for one academic year or less and may be renewed provided that funds are available and that the student's academic performance, as well as performance in carrying out the responsibilities of the appointment, is satisfactory.

Graduate Teaching Assistants (GTAs): Graduate teaching assistants are students who provide instructional or administrative support as specified by the appointing department. Teaching assistants may lecture, assist in labs, grade papers, or perform other tasks associated with the academic program. Teaching assistants may not be assigned regular classroom instruction duties nor may they serve as an instructor of record for any instructional activity.

Graduate Research Assistant (GRAs): Graduate research assistants assist faculty members conducting research. The nature and type of activities included in the research process varies widely depending upon the discipline of the faculty member who is conducting research. The duties performed by a student in connection with a GRA appointment must relate to the student's degree requirements, and must be performed under the supervision of a faculty member, the director of a research center, or their designee.

Graduate Assistantship Criteria:

- Be a degree-seeking graduate student with Unconditional Admission status.
- Have a graduate GPA of 3.0 or better.
- Be registered for at least 9 semester hours that can be counted toward the graduate degree in the long session and 3 semester hours during a summer term.
- Have a Program of Study completed and on file in the Office of Graduate Studies.
- The maximum amount of time allowed for assigned duties is 20 hours per week.

- The period of appointment may not exceed one academic year but may be renewed.

- A graduate student is limited to a total of four long-term academic semesters as a graduate assistant.

Additional and more rigorous conditions may be imposed by the Academic Department or Graduate Dean. It is the responsibility of the Academic Advisor and the Office of Graduate Studies to monitor the student's progress toward meeting the conditions.

Graduate Assistantship Application Process

Applications are available through the Office of Graduate Studies and on its website at <http://blue.utb.edu/graduate/>.

- The completed application and supporting information are presented to the Academic Department Chairperson or Program Director for your graduate degree program. Support material should include the following:
 1. Resume
 2. Unofficial copies of undergraduate and graduate transcripts
 3. List of 3 professional and/or academic references

- A College or School faculty committee will screen, rank and make recommendations concerning the appointment or reappointment of teaching assistants.

- All appointments of teaching assistants are subject to approval of the Dean of the College or School and the Dean of Graduate Studies.

- Each department or program, in association with their college, should provide an orientation and training to introduce the student to their new position. In the case of a teaching assignment, the student is required to have an orientation, provided by and held within the department or college, in methods of instruction specific to the discipline or subject matter of the student's assigned instruction.

THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND
TEXAS SOUTHMOST COLLEGE

GRADUATE STUDIES ASSISTANTSHIP APPLICATION

Graduate assistantships are awarded each year on a competitive basis. Graduate assistants may serve as teaching assistants, lab assistants or research assistants. The assistantship award varies by department depending on the nature of the assignment and may include monthly stipend and tuition.

Full-time graduate assistants must be enrolled for a minimum of nine (9) semester hours of graduate work each semester and are expected to devote their time and service solely to their graduate studies and graduate assistantship assignments, and may not be employed elsewhere during the course of the assistantship. A full-time graduate assistant assignment is 20 hours per week for 15 weeks. Part-time graduate assistantships may also be available depending on the needs of the academic department. In such cases, the stipend and assignment will be less than that of a full-time graduate assistant.

A graduate assistant must have completed all graduate admissions procedures and be enrolled in a graduate degree program, be approved unconditionally by the department and the Office of Graduate Studies, and must maintain a 3.00 cumulative GPA.

In addition to submitting the completed application form, be sure to include the following:

- *your resume*
- *unofficial copies of your undergraduate and graduate transcripts*
- *a list of 3 professional and/or academic references.*

Applications are available through the Office of Graduate Studies and on its website at <http://blue.utb.edu/graduate/>. Submit the completed application and all materials to the Chair of the Academic Department offering your graduate degree program.

I. Assistantship Information

Department _____ Degree _____

Anticipated Date of Graduation (Month/Year) _____

Academic Term(s) for which the Assistantship is requested. (Check appropriate one.)

FALL _____ Year _____ SPRING _____ Year _____ SUMMER _____ Year _____

Have you previously received a Graduate Assistantship? Yes _____ No _____

If yes, when? (Term/Year) _____

II. Personal Information

Name _____

Present Mailing Address _____

City State Zip

Home address _____

City State Zip

Telephone _____ Cell Phone _____ Email _____

U.S. citizen? Yes No If not, do you have Permanent Resident status? _____ or
what type U.S. Visa do you hold? _____

III. Education Background

| College/University and Address | Major | Dates Attended | Degree | Date |
|--------------------------------|-------|----------------|--------|------|
|--------------------------------|-------|----------------|--------|------|

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|-------|--|--|--|--|
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |

Academic standing:

Overall Undergraduate GPA _____

Overall Graduate GPA _____

GRE Scores: Quant _____ Verbal _____ Analytical _____ Date Taken _____

GMAT Scores: Total _____ Date Taken _____

College honors or recognition: [include scholarship(s) and assistantship(s) you have held either as a graduate or undergraduate student:

In detail describe your computer skills. Please include any software, web development and database experience:

Describe any teaching, research, or other work in which you have been engaged that contributes to your qualifications for the position for which you are applying:

I certify that the above information is complete and correct. Assistantships are awarded on a semester by semester basis. If selected for the above assistantship, I will fulfill the duties and responsibilities of the position in a professional manner consistent with the policies and procedures of the University of Texas at Brownsville/Texas Southmost College.

Signature _____ **Date** _____

For Department Use Only

Graduate Assistantship Information (to be completed by department)

Assistantship assignment _____

Beginning date _____

Semesters: (circle all that apply) FALL SPRING SUMMER

Stipend Amount _____ Tuition _____

Sponsoring Professor/Chair's Signature _____ Date _____

Dean of College/School _____ Date _____

Dean of Graduate Studies _____ Date _____

Comments: