GRADUATE PROGRAM IN HISTORIC PRESERVATION

INFORMATION ABOUT GRADUATE ASSISTANTSHIPS

Graduate assistantships are awarded to outstanding graduate students for services provided in support of the University mission. A limited number of assistantships are available for each department offering graduate degrees. Certain non-degree-granting administrative units (listed below) also offer assistantships.

To be considered for one of the assistantships offered by the historic preservation program, please complete and return the enclosed Graduate Student Assistantships Application form. Priority will be given to applications received by February 15; awards are normally made by mid March. Applicants who believe they may qualify for an assistantship in another academic department or in a non-academic administrative unit should contact the appropriate department or unit directly.

In return for 20 hours of work per week, graduate assistants receive a stipend as well as tuition and in-state or out-of-state fee waiver; however, graduate assistants are responsible to pay for mandatory fees such as the dedicated fee, health services fee and technology fee; program-related fees such as the College of Architecture and Planning professional program fee; as well as other fees such as the application for admission, automobile registration, and change-of-course fees, etc. Please consult the Bursar’s Office for the most current information regarding tuition and fees or call 765-285-3526.

The stipend for full assistantships in the College of Architecture and Planning for Historic Preservation is approximately $6,000.00 for the academic year. Half-time assistantships may also be rewarded. Half-time graduate assistants work 10 hours per week and receive half the stipend and half the regular tuition fee.

The assignment of assistantship duties within the College of Architecture and Planning is made in consultation with the Associate Dean of the College. Several assistantship positions are used to support college-wide activities: the Community-Based Projects program; the Drawings and Documents Archive; undergraduate admissions; the guest lecture series; exhibitions; and the Muncie Urban Design Studio. Other graduate assistants help faculty with research and teaching preparation. Graduate assistants in the historic preservation program are not assigned to classroom teaching as a rule, though teaching appointments have been made on occasion, when an applicant has appropriate qualifications in architecture, design, or graphics. A limited number of graduate assistantships may also be available to first year students through the Center for Historic Preservation, which provides preservation services to Indiana communities.

Assistantship awards are contingent on completion of a bachelor’s degree before the beginning of the semester or term in which the assistantship begins. Holders of assistantships must be enrolled as a regular graduate student (a minimum of six credit hours per semester or three hours per summer term) and must maintain satisfactory scholarship as well as a minimum 3.0 grade point average. Work begins with the first day of classes in the term and continues through the last day of the final examination period. The academic load for a graduate assistant normally does not exceed twelve credit hours.

Summer assistantships are not generally available in the College of Architecture and Planning.

Administrative units of the university which do not offer graduate degrees but which may have assistantships available include: Center for Academic Assessment, Center for Teaching and Learning, Center for Middletown Studies, Computing Services, Department of Library Service, Institute for Gerontology, Men’s Athletics, Office of Research, University College Learning Center, University Advancement (Office of Alumni Programs, Public Information, Sports Information, and Publications Services), and Women’s Athletics.

For further information, please write or call the Director, Graduate Historic Preservation Program, Department of Architecture, Ball State University, Muncie, Indiana 47306, telephone (765) 285-1920 or e-mail dcampbell@bsu.edu.
GRADUATE STUDENT ASSISTANTSHIP APPLICATION
Master of Science in Historic Preservation
Department of Architecture
College of Architecture and Planning
Ball State University
Muncie, Indiana 47306

I wish to apply for a graduate assistantship for the following semester(s): (Please indicate year.)

Fall _____________________ Spring _____________________ Summer _____________________

1. Name (please print) _____________________________________ E-Mail ___________________
   Address _______________________________________________ Phone (_______)
   ______________________________________________________
   City ____________________________ State _________  Zip Code ___________________

2. Undergraduate degree ______________________________________ G.P.A. _____
   University ________________________________________________ Year _______

3. Indicate the number of semester you have been awarded BSU assistantships prior to this time (none, one, two,
   etc) ___________________________________________________
   (month)      (year)

4. Do you now have a graduate assistantship?   YES _____ NO _____
   Are you applying for a summer assistantship?  YES _____ NO _____
   Are you applying for an academic year assistantship? YES _____ NO _____

5. Date of beginning enrollment at BSU
   ______________________________________________________

6. Date you anticipate completing degree _________________________
   (month)    (year)

7. Hours of study completed ___________________________________ G.P.A. ______________________

8. Indicate professional plans or commitments you have after completion of your degree(s) at BSU.

9. FINANCIAL STATUS: Indicate your PRESENT financial status:

   Earnings per month   _________________ Income from family per month _________________
   Loans available     __________________ Loans Outstanding _________________________
   Savings             __________________
   Scholarships (gov’t, etc.) __________________
   TOTAL               __________________

10. If married, is your spouse employed? YES ____ NO ____ Number of children _______________

   Please have three (3) letters of recommendation sent to the Department of Architecture if you have not already done
   so as part of your application for graduate study. Send also an updated transcript if you have completed additional
   coursework outside Ball State University since your last transcript was issued.

   The assistantship committee will appreciate any additional information that will help them know your
   accomplishments and needs.

   ___________________________       ________________________
   (signature)                     (date)