PROPOSED

Policies Concerning Graduate Assistantships Department of Educational Studies Teachers College, Ball State University

Note: The following policies apply to assistantships funded through departmental funds only. Assistantships funded through other funding sources (eg. grants) are subject to their own policies.

- I. Objectives/General Description: Assistantships in the department allow students to gain valuable experience in their discipline by working closely with a faculty supervisor or staff supervisor in one of the following capacities.
 - The assistant works under the supervision of faculty to assist with coursework, service, or research projects.
 - It is also possible for assistants to work under the supervision of faculty in the case of planning for and carrying out special projects or events such as conferences.
 - The assistant may under the supervision of faculty teach a section or part of a section of an undergraduate course.
 - The assistant may work under the supervision of faculty to provide assistance and guidance to students in the preparatory stages of their professional development.
 - The assistant may direct undergraduate students who are participating in immersion learning experiences such as laboratories or practica.

II. Assignment of Positions and Selection of Students:

- 1. Determining the number and distribution of lines
- The number of GA lines is determined by the budget provided to the department divided by the amount allotted for the stipends for both masters and doctoral students. The number of doctoral vs. masters lines will be determined by the graduate programs committee in consultation with the department chair.
- Once the number of doctoral lines has been determined, the distribution of lines between the doctoral programs will be determined by the graduate programs committee. The committee will first attempt to distribute lines based on dialogue and consensus. If the committee cannot reach consensus for the distribution of lines a procedure for resolution will be developed in consultation with the department chair
- The distribution of assigned masters lines will use a competitive proposal system.
- 2. Awarding New Lines
 - Once the assistantship lines have been determined by the graduate programs committee the program directors/coordinators for each program will select and award assistantship line to individual students. Students interested in an assistantship must complete and submit a departmental graduate assistantship application. First priority will be given to students in graduate programs in the Educational Studies Department.
- 3. Awarding Lines to Returning Students

- Given available funding support, doctoral students may renew their assistantships twice, for up to three consecutive years, if the following criteria are met:
 - o If doctoral students remain in good standing during their three years with an assistantship and need another year to complete their degree, they may request a fourth year by writing a letter to the program faculty. This request will be reviewed by the program faculty and will be awarded in accordance with departmental policy and need and support available
 - o Must have a doctoral committee and approved program plan of study completed within one year after admission to the program.
 - o Should complete a minimum of 27 credits each calendar year (average 9 credits each semester).
- Masters assistantships may be renewed if students are making adequate progress toward graduation and their work performance is deemed to be satisfactory.

III. Position Responsibilities/Duties: The duties of the assistantship will vary depending on the program area and assignment. Assistants are expected to attend graduate school and departmental orientations.

- Primary responsibilities may include but are not limited to proctoring examinations, grading assignments and or recording evaluation data, preparing and delivering lessons or supervising undergraduates, gathering source materials from the library, conducting research, entering data, writing manuscripts.
- Other responsibilities include developing course materials, instructing undergraduate students, contributing to the evaluation of student performance, and maintaining office hours.

IV. Workload Requirements: Assistants are expected to fulfill assigned work hours each week. The chairperson, faculty, or staff supervisor will determine the way in which the commitment is structured.

- Teaching assistants must be committed to class hours, office hours, as well as be available for teaching supervision by a faculty member.
- Practicum supervisors must be available to schedule meetings with their supervisees, attend practicum meetings, and assist with planning
- Research Assistants must meet scheduled work assignments

V. Eligibility Requirements: Graduate students who meet regular admission standards and remain in good standing are eligible for an assistantship. Students must be enrolled in a minimum of six hours per semester. For doctoral assistantships the following applies:

- Students must remain in good academic standing and maintain good standing with the university.
- Students must receive a favorable recommendation from assigned faculty members for their work while in the assistantship role.

VI. Application/Selection Process: Assignments are made on the basis of department need, student competencies, and a consideration of what assignments might offer the greatest growth experience for the student. Preference is given to students admitted to graduate programs in the department of Educational Studies. If applicants are not

graduate students in the department they must submit transcripts and support materials as part of their application and are reviewed by the department chair and graduate advisor(s) for their fit with department needs. All assistants are assigned by the graduate program advisors and chairperson based on the information provided.

VII. Supervision: Assistants are assigned to particular faculty members full time or half-time. Students can be assigned to one faculty member for 20 hours or two faculty members for 10 hours each for a total assignment of 20 hours). The faculty member(s) assume the role of supervisor of record. The amount of contact and number of assignments are agreed upon by the assistant and his/her supervisor(s).

VIII. Evaluation/Renewal/Termination: Assistants will meet with their supervisor, graduate advisor, or department chair to be evaluated on their performance. They will be evaluated on three criteria: 1) quality of work performance, 2) meeting assigned duties and 3) professional conduct, including availability, responsibility and attitude. In the event of an unfavorable evaluation, the supervisor, graduate advisor, and/or department chair will interview the student and a course of remediation will be determined. If the student does not fulfill his/her commitment to the department in terms of professional conduct, hours, or quality of work, a recommendation of termination can be made. Assistantships are granted on an academic year basis with no guarantee of future assistantships. Assistantships will be granted for summer sessions based on availability of funds. Renewal of the assistantship is determined by criteria in section IV of this policy.

IX. Fees/Tuition Remission: Graduate and doctoral assistants receive a stipend that is established by the Teachers College Budget and the department. The department policy follows the Stipend and Fee Remission and Tax Exemption Policies outlined in the most current Graduate School documents, which can be accessed through the Graduate School homepage.

Approved:	
Department Chairperson	Date