

**Southern Connecticut State University  
School of Graduate and Professional Studies (SGPS)  
Graduate Studies Graduate Assistantship Application (GSGA) Academic Year (2019-2020)**

**Please read the following instructions before completing application.**

The School of Graduate and Professional Studies (SGPS) announces the Graduate Studies Graduate Assistantship (GSGA) competition for matriculated graduate students for the Academic Year 2019-2020. The application deadline is **Friday, March 22, 2019 at 4:00 PM.**

Please indicate whether the graduate assistantship shall be part-time (ten hours per week) or full-time (20 hours per week). The exact number of awards will be contingent upon the number of part-time and full-time applicants recommended for awards.

The faculty member awarded the GSGA position will have until **Friday, August 2, 2019** to identify and submit the name of the student to the Dean of the School of Graduate and Professional Studies. The Dean will review the recommendation for approval. If the recommendation is denied, the Dean will provide the faculty member with an explanation and ask that another student be chosen.

### **Eligibility**

The GSGA is a non-need based award administered through the School of Graduate and Professional Studies and determination is contingent upon the following criteria:

- 1. Acceptance to a graduate degree, sixth year professional diploma program, or doctoral degree.**
- 2. A minimum 3.2 grade point average (GPA) for all undergraduate coursework and a minimum cumulative GPA of 3.75 for all completed graduate coursework.**
- 3. A complete GSGA application.**
- 4. Must be enrolled full-time during the year of the award unless the program is only offered part-time or the faculty sponsor provides written justification for part-time enrollment.**
- 5. The student cannot hold other University supported positions (graduate student worker, graduate assistantship, graduate research fellowship (GRF), graduate teaching assistantship, resident advisor, graduate intern, or adjunct faculty) while holding the GSGA.**

Recommended students **must** be enrolled in the appropriate level of coursework for his/her stage of progress toward their degree. For students **not** in a special project, thesis or dissertation phase, full-time enrollment is required during the year of the award, **unless** the program is only offered part-time.

For students in a thesis, special project or dissertation phase, they must be enrolled in the required number of credits to complete the thesis as determined by program of study. This may include registration for IDS 900.

### **Amount of Assistantship**

Each GSGA offers a scholarship and stipend totaling **\$12,000** for full-time positions and **\$6,000** for part-time positions for the 2019-2020 academic year. Up to **ten (10)** awards will be made by the Dean of the School of Graduate and Professional Studies. Please note that awards are contingent upon the availability of funds.

### **Required Activities**

GSGA awardees will be required to complete an average of **10 contact hours** per week if part-time or **20 contact hours** per week if full-time, during the academic year. Specific activities will depend upon the nature of the assistantship as outlined in the application and will need to be approved by the Dean of the School of Graduate and Professional Studies.

### **Application Process and Filing Deadline**

Faculty members should submit the following documents (GSGA Application - Forms 1 & 2) electronically or via hard copy to the address below on or before 4:00 PM on **Friday, March 22, 2019**:

Southern Connecticut State University  
Attn: The School of Graduate & Professional Studies  
501 Crescent Street, Buley Library, Suite 444  
New Haven, Connecticut 06515

**Scanned electronic submissions are preferred and should be sent to:**

**[sgps-application@southernct.edu](mailto:sgps-application@southernct.edu)**

For those awarded a GSGA position, the forms below will be forwarded to you in order to recommend a student for the position. These forms must be filed with the School of Graduate and Professional Studies no later than **Friday, August 2, 2019**. Please note that these forms are not included in the application, but will be attached to the email notifying you of the award.

- Faculty Mentor Recommendation (Form 3)
- Graduate Studies Graduate Assistantship Certification Statement (Form 4)
- Resume/Curriculum Vitae of the recommended student along with any supplemental materials that you may have requested as part of your review process in selection of the GSGA.

*Please note: Graduate transcripts will be reviewed by the Dean of the School of Graduate and Professional Studies to ensure that the student meets the minimum GPA standards as noted above.*

## **Graduate Studies Graduate Assistantship Categories**

### **Teaching Assistantship**

A teaching assistantship should be considered if the faculty member seeks a matriculated graduate student who has the academic ability and the commitment to teaching necessary to assist successfully in the classroom under the supervision of the graduate faculty member. Teaching assistants receive a stipend in the form of a non-need based scholarship and a fee waiver in return for various teaching responsibilities that may include assisting faculty members with the following:

- Planning and preparation
- Curriculum design, development, revision
- Organization and direction of group activities
- Preparation of presentations and other methods of instruction
- Tutoring and other forms of individualized instruction
- Assessment and grading

*Please note: The Graduate Teaching Assistant cannot be the instructor of record for any given course.*

### **Scholarship/Research Assistantship**

A research assistantship should be considered if the faculty member seeks a matriculated graduate student to assist with research/scholarship. The student will work under the supervision of a faculty member in a field related to the student's overall academic and professional development. Research/scholarship assistants receive a stipend in the form of a non-need based scholarship and a fee waiver in return for various research responsibilities that may include assisting faculty members with the following:

- Data collection and analysis
- Operation and maintenance of equipment
- Dissemination of research findings
- Conduct and supervise laboratory experiments
- Reviewing literature
- Assist in the preparation of a manuscript, musical composition, or other scholarly endeavor
- Identify and solve problems
- Train, supervise and monitor other personnel
- Maintain records and inventories
- Recruit research participants

*Please note: The Graduate Research Assistant cannot be the primary investigator of record.*



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Graduate Studies Graduate Assistantship Application Academic Year 2019-2020  
Applicant's Statement  
(FORM 2)**

**Instructions:**

- Please limit statement to two pages.
- Minimum font size 10-point, font style of your choice
- Include header with the title: Applicants Statement
- Include your name on each page in header

Provide a statement using the following headings.

1. Need for the Graduate Studies Graduate Assistant to aid in your research or teaching, including some detail of the specific tasks you will expect the GSGA to complete.
2. How the assistantship will be used to foster recruitment or retention of graduate students within the program.
3. Relevancy of the assistantship to the student's academic and professional growth.

**Southern Connecticut State University  
School of Graduate and Professional Studies (SGPS)  
Graduate Studies Graduate Assistantship Scoring Rubric  
Academic Year 2019-2020**

The following criteria will be used to determine the assignment of GSGA positions:

1. Overall clarity of the proposal. Does the faculty member present a clear and concise explanation of the need for the GSGA for research or teaching?
2. Based on the description provided, does the student possess the capabilities to fulfill the objectives of the proposal, and will these help the student in his/her professional development in the discipline?
3. Based on the description provided, will the assistantship aid the program in recruitment or retention of students?
4. Other criteria will be used for assessment of applications, as appropriate.