

Bowie State University



Graduate Assistantship Packet

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GRADUATE ASSISTANTSHIP GUIDELINES

The Graduate Assistantship Program (GAP) was established to assist students pursuing a Masters or Doctoral degree.

Graduate Assistants (GA) may not be employed full-time and are required to work 20 hours a week during the academic year in their respective academic department. GA's can serve as a Research Assistant, or teach fundamental courses as a Teaching Assistant. Graduate Assistants are not permitted to do clerical work.

GA's must attend a Graduate Assistantship Program meeting once a month as scheduled and be an active member of the Graduate Student Association (GSA).

Benefits include tuition remission of nine credit hours per semester, and compensation for a maximum of 20 hours a week at the rate of \$10.00 per hour for Master Students, and \$11.00 per hour for Doctoral Students.

Eligibility

To be eligible, a graduate student must:

1. be a full time student enrolled in a minimum of nine (9) graduate credits each semester of assistantship, or an incoming graduate student admitted to the graduate program.
2. not be enrolled in more than 12 graduate credits per semester.
3. maintain a 3.0 GPA or higher. Incoming Graduate Students must have a 3.2 GPA or higher.
4. not hold other employment that will interfere with their employment as a graduate assistant or interfere with their responsibilities as a full-time graduate student.

Interested Candidates:

Anyone interested in being considered for an Assistantship position should:

1. complete the Graduate Assistantship Application.
2. submit a resume.
3. submit a two page assessment of their self and their academic career choice. It should describe their educational background, objectives and work experience.
4. submit two letters of reference.
5. be interviewed by the Department Selection Committee of their respective program of study.

Completed applications and supporting documents should be submitted to the Coordinator of the applicants program of study.

Note: *Candidates selected by their Department Committee are not guaranteed a Graduate Assistantship position. The Department Committee recommends their selected candidates to the Graduate School Selection Committee, which determines the final selection of awardees based on its criteria and resources.*

Application for Graduate Assistantship:

1. Applications for the Graduate Assistantship program are available from the Program Coordinator of the applicants program of study.
2. The completed application is **due on the last Friday in March for the Fall selection, and on the last Friday in October, for the Spring selection. NO APPLICATION WILL BE ACCEPTED AFTER THE DUE DATE.** In addition to the application, the following supporting documents must be submitted: a) a resume, b) two letters of recommendation, and c) a two-page assessment of their self and their academic career choice. Incomplete applications and/or applications without **all** of the supporting documents will not be considered.
3. All Graduate Assistantship awards are renewable for up to three years. Students who are in a 30 – 42 credit program may remain in the program for two years. Students in programs requiring 40 or more credits may remain in the program for up to three years.
4. All selected applicants must complete an interview before a final notification of the award is made.
5. Awardees of Graduate Assistantships will be required to sign a contract of employment each year. Students must also complete the University System of Maryland Tuition Remission form each semester.

Dereliction of Duty:

Graduate Assistants will lose their assistantship benefits and compensation if they:

1. fail to attend two consecutive graduate assistantship meetings in a semester.
2. fail to actively participate in the Graduate Student Association (GSA).
3. fail to keep office hours and attend all necessary meetings and other relevant duties as stipulated by their supervisor or unit director.
4. are reprimanded by their supervisor three times, whether in writing or by spoken word.
5. are consistently late or absent from their classes or assistantship position.



Office of the Graduate School
Center for Business and Graduate Studies, Suite 1312

Graduate Research/Teaching Assistantship Application Form

Name: _____

Social Security Number: _____ Email Address: _____

Phone Number: _____ Cell Phone Number: _____

Address: _____

Graduate Degree Program: _____ Date of Admission: _____

Graduate Assistantship Type: Graduate Teaching Assistant
Graduate Research Assistant

Graduate Advisor: _____ Graduate GPA: _____

Undergraduate Institution _____ GPA: _____

Years of Attendance: _____ Undergraduate Major: _____

References:
Name: Relationship: Phone Number:
1. _____
2. _____

*The following information will not be used in the selection process.
The information collected will only be used in aggregate form.*

Country of Citizenship: _____

Gender: _____ Race: _____ Date of Birth: _____