

REQUEST for GRADUATE ASSISTANTSHIP

2012-13 Academic Year

Faculty/Program: _____ Date Requested: _____

There are three levels of annual assistantship awards at the graduate level. Please indicate below which type(s) of positions you are requesting, as well as how many of each:

Graduate Assistants (GA) - General work duties and athletic positions. Graduate Assistantships facilitate the education of the student and provide an additional graduate level learning opportunity for the student.

<u># of position(s) requested</u> (applicant)	<u>Type of Graduate Assistant</u> (applicant)	<u># of position(s) approved</u> (Office of Graduate & Professional Studies)
	Full time: \$4,200.00 stipend for 320 hours (20 hours per week) and 12 hours graduate credit hours of tuition remission	
	Half time: \$2,100.00 stipend for 160 hours (10 hours per week) and 6 graduate credit hours of tuition remission	
	Other (ie. ¼ time): please specify	

Teaching Assistants (TA) - Assist faculty with teaching duties. Teaching Assistantships facilitate the education of the student by providing opportunities for the student to gain experience in teaching related activities. These assistantships are granted to assist supervising faculty with teaching responsibilities so additional time can be spent pursuing scholarly activity and high quality professional development.

<u># of position(s) requested</u> (applicant)	<u>Type of Teaching Assistant</u> (applicant)	<u># of position(s) approved</u> (Office of Graduate & Professional Studies)
	Full time: \$7,200.00 stipend for 320 hours (20 hours per week) and 12 graduate credit hours of tuition remission	
	Half time: \$3,600.00 stipend for 160 hours (10 hours per week) and 6 graduate credit hours of tuition remission	
	Other (ie. ¼ time): please specify	

Research Assistants (RA) - Assist faculty with research activities. Research Assistantships facilitate the education of the student by providing opportunities for the student to gain experience in research related activities. These assistantships are granted to assist supervising faculty with scholarly activity and high quality professional development projects.

<u># of position(s) requested</u> (applicant)	<u>Type of Research Assistant</u> (applicant)	<u># of position(s) approved</u> (Office of Graduate & Professional Studies)
	Full time: \$7,200.00 stipend for 320 hours (20 hours per week) and 12 graduate credit hours of tuition remission	
	Half time: \$3,600.00 stipend for 160 hours (10 hours per week) and 6 graduate credit hours of tuition remission	
	Other (ie. ¼ time): please specify	

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For each of the positions indicated above, submit the following, as an attachment, with your request. Each of the following items **MUST** be included.

- Identify whether you are seeking a GA, TA, or RA position. For each position, indicate whether it is expected to be full time or half-time. Each position must be described in separate attachments.
- Detailed description of the expectations of the student including specific courses and sections taught (TA), research agenda (RA), or administrative duties (GA), as well as the number of hours per week the student will be engaged.
- Description regarding how the granting of the assistantship (GA, TA, or RA) will benefit the faculty member, department, college and/or university.
- Description regarding how the granting of the assistantship (GA, TA, or RA) will benefit the student.
- Explanation of the method of evaluation for activities identified above.

Instructions for Submission:

Complete the first page of the Request for Graduate Assistantship form. One form may be used to declare application for any/all position requests for a program area or faculty member. For each position indicated, provide as an attachment all information that should be considered along with your request (see criteria above). You may also attach any additional information that helps to support your request. **Submit one electronic/scanned copy of your application to riffle@findlay.edu and one hard copy of your application to the Office of Graduate and Professional Studies by no later than January 27, 2012.** Both submissions must include all required signatures. Requests that do not include the Program Director's and/or College Dean's signature will be returned to the applicant.

Faculty/Staff Member

Date

Program Director/Supervisor

Date

College Dean (if applicable)

Date

Dean of Graduate & Professional Studies

Date

Date Request Received in Office of Graduate & Professional Studies: _____