



**STOCKTON**  
UNIVERSITY

GRADUATE ADMISSIONS

# Graduate Assistantship Handbook

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## Disclaimer

This edition of the Graduate Assistant 2020 Handbook supersedes all previous editions of the Stockton University Graduate Assistant Handbook. While every effort has been made to ensure the accuracy of the information contained, the University reserves the right to make changes at any time without prior notice.

The original copy of this Handbook was designed, researched and developed through graduate assistantship funding during Fall 2010 - Spring 2011 school year by Stockton alumna Kristen A. Grizaniuk, DPT Class of 2011.

**Stockton University** is dedicated to the high standards of scholarship that characterize graduate education, and we are proud to offer tuition remission to our graduate assistants. It is the hope of the Office of Graduate Admissions that this Graduate Assistantship Handbook will answer many of your questions and offer some helpful advice about making sure you get the most out of your assistantship.

As a graduate assistant, you will contribute in significant ways to Stockton University. A graduate assistantship is awarded primarily to help you complete your degree program in a timely fashion and to provide a positive introduction to your chosen progression. We acknowledge that it is a difficult balancing act to pursue a graduate degree while performing research and project related tasks.

### **What Graduate Degree Programs are Eligible for Graduate Assistantship Credits?**

All students, who are in good academic standing and are enrolled in a degree seeking program are eligible to apply for a graduate assistantship.

### **What Is A Graduate Assistantship?**

Graduate assistants, or GAs, have a unique dual role: they are both graduate students and research, administrative, or teaching assistants who contribute to the academic mission of the university. Graduate students awarded these competitive positions receive a tuition waiver for their work in the classrooms, laboratories, simulation suites, academic units, and offices of the university.

## Academic Graduate Assistantships at Stockton

Graduate assistant responsibilities are generally of a professional or quasi-professional nature. These academic assistantships further assist the professional and/or academic development of the graduate student. Assignments are diverse and encompass a wide variety of responsibilities. To the extent possible, graduate assistants are provided assignments that complement their areas of academic study. While the graduate assistant's duties may involve some clerical work, the assistantship is expected to serve as a meaningful learning experience.

For example, a graduate assistant may work collaboratively with faculty and/or staff members:

- Conduction a literature review or library research;
- Refining their skills as a researcher;
- Collecting, coding, and/or analyzing data;
- Creating content, updating and designing a website, a research instrument, or scholarly project;
- Proofreading a research study or field testing an instrument;
- Creating or editing a scholarly presentation or report;
- Research assistance on a curricular project related to one's graduate program, as they relate to research, practical experience, or scholarly work;
- Performing other tasks as determined by the student's graduate program, as they relate to research, practical experience, or scholarly work;
- Assisting with a project related to improving practice and effecting change in graduate education
- Representing a graduate program at meetings or informational sessions.

Graduate assistantships are also an important form of financial support. Assistantships are granted in the form of tuition waiver and can vary from a one credit waiver to nine credits or the maximum tuition charge per semester, whichever is applicable. **All University fees are the responsibility of the student.**

In return for the tuition waiver, **the graduate assistant agrees to enroll in a minimum of 3 course credits per semester**, maintain satisfactory academic progress, and carry out work assignments in an academic or administrative office of the University for a specific number of hours per week for the term of the assistantship.

## Term of the Graduate Assistantship

Graduate assistantship awards are made on a semester basis, during fall and/or spring academic semesters (August – May). For the most part, the assistantship assignment follows the [Academic Calendar](#), e.g., from the first day of the fall semester through the final day of the fall semester. Occasionally, assistantships are available for summer terms depending upon availability of funding. Award nominations are made by the faculty and graduate program chair of each graduate program and are then forwarded to the Office of Graduate Admissions for final approval. Students who are approved for an assistantship will receive an offer-of-appointment letter from the Office of Graduate Admissions.

## Hours per Week and Accountability

Each awarded credit hour requires approximately 3 hours of work per week with a faculty or staff member for 14 weeks. For example, a graduate assistantship award for 3 credit hours requires a graduate assistant to log an average of no fewer than 7 hours of work per week. The work hours are defined by the program for which the assistant is assigned, consistent with University policy, below. Normally, graduate assistants work during regular business hours, however in some instances; work assignments may be made in the evenings or on weekends to meet the special needs of the graduate assistant's work or research assignment.

The graduate assistant is required to keep a graduate assistantship log and turn it in to the respective faculty supervisor once a month. See a sample template below. At the end of each term, please send final graduate assistant logs to [gradschool@stockton.edu](mailto:gradschool@stockton.edu).

### Graduate Assistantship Workload Policy

Number of Credits	Hours per Week
12	27
11	25
10	23
9	20
8	17
7	15
6	13
5	11
4	9
3	7
2	5
1	3

### Sample Graduate Assistant Log

Week	Day of Week	Date	Time	Supervising Faculty Initials	Notes	# of Hours
Week 1	Tuesday	1/11/2011	3-5:30pm		Research	2.5
	Wednesday	1/12/2011	10am-5pm		Research	7
Week 2	Wednesday	1/19/2011	10am-5pm		Research	12
			9am-11am,		Website	
Week 3	Thursday	1/20/2011	1pm-2pm		Review	16
Week 4	Wednesday	1/26/2011	10am-5pm		Research	21
Week 5	Thursday	1/27/2011	9am-11am		Research	23
Week 15	Tuesday	5/2/2011	9am-11am		Research	67.5

## Eligibility & Enrollment Requirements

- Students must be matriculated in a degree seeking graduate program at Stockton University.
- Students must be enrolled in at least 3 semester hours of credit during the term in which the credits are assigned.
- Only courses which are required in the student's degree program are eligible for tuition waiver. If a graduate student wishes to enroll in a course that is not required for the degree program in which the student is matriculated, he/she shall be fully responsible for the payment of tuition for the additional course(s).
- Students must have and maintain a minimum cumulative GPA of 3.0 or better and be in Good Academic Standing. Students on probation are not eligible for graduate assistantships.
- Violations of the [Campus Code of Conduct](#) may also impact a student's eligibility to hold a GA appointment.
- Continuing students must pre-register for classes in order for assistantship credits to be applied to their tuition accounts.

## Application Process

Students must submit a Graduate Assistantship Application for each semester in which they would like to receive a tuition waiver. A letter of interest should accompany the application. Returning students should submit their application to the graduate program chair (applications are submitted to the Office of Graduate Admissions only if the student requests an assistantship through that office). New applicants to Stockton University should submit their Graduate Assistant Application at the time of application to Stockton through the Office of Graduate Admissions. The application needs to be submitted no later than October 31 for spring semesters and March 31 for fall semesters.

Please refer to any individual program guidelines in the Program Policies and Procedures Manual for specific requirements such as minimum GPA, as these may vary for each program.

Graduate assistants are selected by the program from the pool of submitted applications and are approved by the Office of Graduate Admissions.

## Policies

Graduate assistants must abide by all University policies and procedures, as well as rules and regulations of the University as set forth in the [Stockton Bulletin](#).

Graduate assistants are expected to conduct themselves in a professional and ethical manner. The assistantship work assignment must be performed in an acceptable manner as outlined by the faculty sponsor.

## Resignation or Termination of Assistantship

All graduate assistants are required to maintain a minimum 3.0 grade point average (unless specified differently by the student's program) and perform assigned duties and responsibilities successfully. Graduate assistants who fail to honor these responsibilities are subject to termination. Graduate assistants who are terminated or who resign before the end of the period of appointment are not eligible to re-apply. If, for any reason, a graduate assistant resigns or is terminated prior to the end of the appointment, the following conditions apply:

- Unsatisfactory performance of the assistantship tasks may result in termination of an assistantship as determined by the policies of the respective graduate program and the University.
- Two weeks written notice of the resignation must be sent to the Office of Graduate Admissions, a copy provided to the faculty supervisor and, if applicable, to the off-campus site supervisor as well.
- If the resignation takes place after the 12th week of the semester in which the assistantship is awarded, the tuition waiver for that semester remains in effect.
- If the resignation or termination takes effect after the University deadline for withdrawal with refund as indicated in the [Academic Calendar](#), an electronic bill will be issued to the student for the balance of the tuition.

## Taxation of Awards

Graduate assistantships in the form of tuition waivers are subject to Internal Revenue Service Guidelines, visit <https://www.irs.gov/uac/Tax-Benefits-for-Education-Information-Center> for more information. A 1098T form will be mailed to you by the [Bursar's Office](#) by January 31<sup>st</sup>.

## Student Grievance Procedures

Stockton is concerned that University policies and procedures be applied as equitably possible. The University is especially aware of its obligation not to discriminate because of race, creed, color, national origin, ancestry, disability, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States or nationality.

Students who have a complaint regarding non-award, withdrawal or termination of financial assistance, or who feel that they have been the subject of possible discriminatory treatment on the basis of their handicap/disability, should direct their initial complaint to the Graduate Program Chair. If the complaint involves the Graduate Program Chair or remains unresolved at this level, the student should direct his/her appeal within 20 days to the Office of Graduate Admissions.

## Communication between Graduate Assistant and Advisor

It is essential to understand that upon acceptance to a graduate assistantship you will be expected to fulfill your new responsibilities and course requirements while conveying a professional image. Working with your advisor is an important part of taking charge of your own professional development. The hours you put toward your professional development begin upon arrival to campus.

Make the time you spend with your faculty advisor meaningful:

- Set up an initial meeting with your advisor and inquire about his/her office hours, expectations, and policies
- Come to meetings prepared with specific goals, questions, and tasks you would like to accomplish during that meeting
- Arrive to appointments or assignments on time
- Submit work promptly

Communicate regularly by:

- Reporting progress or concerns at least once a month or as needed.
- Indicating any additional training or experience you need to accomplish your goals
- Notifying your advisor of any changes in your schedule

Clarify expectations pertaining to:

- Frequency of meetings
- Preparation for meetings
- Submission and evaluation of work
- Policies on collaborative issues such as ownership, sharing of data, attribution of contributions to research and copyrights

Take initiative by asking for information or advice on workshops, conferences, seminars, and job opportunities that will enhance your professional interests and development.

## What are the advisor's responsibilities?

The advisor should discuss the scope of his/her duties and responsibilities with the graduate student at the beginning of each semester:

- State expectations and criteria of performance
- Develop explicit guidelines regarding the criteria for what constitutes the allotted credit amount for academic work performed
- Structure the graduate assistant research activities and projects and adjustment of expected workload
- Communicate that performance of unrelated services (e.g., personal errands) are not the responsibility of the graduate assistant.
- The advisor will forward the Graduate Assistant Log to the Graduate Program Chair who will then forward to the Office of Graduate Admissions.

## Frequently Asked Questions

### **When are my graduate assistant credits posted to my tuition bill?**

Graduate assistantship credits are normally posted by the end of the first week of the semester for which the credits are assigned. This credit can only be applied to student accounts that involve at least 3 credits.

### **What do graduate assistantship credits include?**

These credits only include the tuition costs per credit. It is the student's responsibility to pay all additional University fees.

### **What departments do graduate assistants work?**

Graduate students traditionally will work within their own academic programs; however, the Office of Graduate Admissions has hosted several graduate assistants over the years. There is other graduate assistantship available across campus, these may have different responsibilities and compensation plans, may differ.

### **What departments do graduate assistants work?**

Interested graduate students should contact their Program Chair to discuss assistantship opportunities, as the academic programs manage individual academic assistantship positions.

**Application for Graduate Assistantship**

Graduate Assistantships are in the form of tuition remission; each awarded credit hour requires approximately 3 hours of work with a faculty or staff member. For example, a Graduate Assistantship awarded for 3 credit hours requires a Graduate Assistant to log an average of no fewer than 7 hours of work per week.

**New Applicants:** *Must be submitted at the time of application to the Office of Graduate Admissions*

**Returning Students:** *Must be submitted directly to Graduate Program Chair*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Student Z#: \_\_\_\_\_

Daytime #: \_\_\_\_\_ Cell # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ # of credits applying for: \_\_\_\_\_

Semester & Year: \_\_\_\_\_

**Graduate Assistantship Area of Interest:**

\_\_\_\_\_  
 \_\_\_\_\_

Please indicate the level of the skills and abilities that you will bring to an assistantship position. Please circle the most appropriate rating for each skill listed below (one rating per skill). If you do not have the skill, please circle "weak".

Skills/Experience	Least	Least/Moderate	Moderate	Moderate/Most	Most
Organizational Skills	1	2	3	4	5
Time Management	1	2	3	4	5
Meeting Deadlines	1	2	3	4	5
Windows Computers	1	2	3	4	5
MAC Computers	1	2	3	4	5
Web/Internet Development	1	2	3	4	5
Library Research	1	2	3	4	5
Database Search	1	2	3	4	5
Literature Review	1	2	3	4	5
Quantitative Data Analysis	1	2	3	4	5
Qualitative Data Analysis	1	2	3	4	5
Internet Research	1	2	3	4	5
Tutoring/Study Skills	1	2	3	4	5
Public Speaking	1	2	3	4	5
Writing	1	2	3	4	5
Editing	1	2	3	4	5
MS Word	1	2	3	4	5
MS Excel	1	2	3	4	5
MS PowerPoint	1	2	3	4	5
MS Access	1	2	3	4	5
Unix/Linux	1	2	3	4	5
SPSS	1	2	3	4	5
SAS	1	2	3	4	5

Please list other areas of expertise not listed above:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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**Graduate Assistantship (GA) Cover Letter (Statement)**

Please type your statement below:

“The future belongs to those who believe in the beauty of their dreams.” - Eleanor Roosevelt



**STOCKTON**  
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GRADUATE ADMISSIONS

101 Vera King Farris Drive

Location: CC 101

Galloway, NJ 08205

Phone (609) 626-3640

Fax (609) 626-6050

E-mail: [gradschool@stockton.edu](mailto:gradschool@stockton.edu)

Website: [www.stockton.edu/grad](http://www.stockton.edu/grad)

Updated October 2021