

**Youngstown State University**  
**School of Graduate Studies**  
**Application for a Graduate Assistantship or Graduate Assistant/Internship**

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Program \_\_\_\_\_

(e.g., Mathematics, Applied Music)

Term/Year for which you are applying:    Fall only       Spring only       Fall & Spring both    **200**

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*Directions:* Prepare the four statements called for below. Normally each statement should be no longer than one page, typewritten and double-spaced. Attach this form to your statements and submit the packet to the Graduate Studies Office.

1. Describe your academic background. Include institutions attended and dates, beginning with high school and proceeding in chronological order. Indicate major and minor(s) in college study, any honors attained or special activities engaged in, and degrees, titles or certificates earned.
2. Describe your employment experience in chronological order, including name and location of employer, kinds of positions held, and responsibilities involved.
3. Describe as specifically as you can any academic background and/or employment experience that would qualify you for either a research or teaching assistantship position. If you have an interest in a specialized field within your major department (e.g., electromagnetic fields in Electrical Engineering, Latin American history in History, etc.) please describe.
4. Describe your purpose in working for a master's degree, including your occupational plans and goals.

Signature \_\_\_\_\_  Date \_\_\_\_\_

*Do not write below this line*

Date of application for admission to YSU Graduate School \_\_\_\_\_ Term \_\_\_\_\_

Applicant admitted to the Graduate School on \_\_\_\_\_ Status \_\_\_\_\_

Undergraduate cumulative GPA \_\_\_\_\_ Test Scores \_\_\_\_\_

YSU Graduate Work \_\_\_\_\_ TSE Score \_\_\_\_\_

The Department may not recommend a student for a Graduate Assistantship unless the academic credentials have been reviewed and the student has been recommended for admission to the Graduate School.

Departmental Recommendation:     Approved        Disapproved

This appointment will be supported by the College Dean with part-time faculty funds:        Yes        No

This Graduate Assistant/Intern appointment will be supported by the following Grant/Account: \_\_\_\_\_

If appointment involves classroom-related services (including lab assistants), department chair must interview student to determine if the student is satisfactorily proficient in oral English.

Duties to be assigned:  Teaching\*     Research     Teaching\* & Research     Other \_\_\_\_\_

\*I have interviewed this student and certify that he/she is satisfactorily proficient in oral English.

Student's Assigned Supervisor \_\_\_\_\_ *Attach a brief job description to this form.*

Signature, Department Chairperson\* \_\_\_\_\_ Date \_\_\_\_\_

Signature, College Dean \_\_\_\_\_ Date \_\_\_\_\_

(Required for part-time faculty funded TA's)

Approved, Dean of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

## Graduate Assistantship and Graduate Assistant/Internship Policies

Appointments to graduate assistantships or graduate assistant/internships are made by the Dean of Graduate Studies upon recommendation of the department concerned. No award is made until the student has been admitted to the School of Graduate Studies. First-year international graduate students with superior credentials and/or prior academic study in the United States may apply for graduate assistantships. Graduate assistant/internships are usually supported by an external agency through a contractual arrangement with the University or by a departmental budget within the university.

It is the responsibility of the applicant to insure that recommendations from three people who know the applicant well enough to evaluate their qualifications (including at least one faculty member) are made on the forms provided and sent directly to the Dean of Graduate Studies.

### DUTIES

The appointee is expected to devote 20 hours per week for 16 weeks per semester to assistantship duties. Graduate assistants not only provide a service to the institution but also gain valuable experience through their special association with the faculty. Graduate assistant/interns are assigned to a research or other appropriate work experience that is related to the academic program in which they are enrolled.

1. **Instruction.** Graduate students will be assigned to instructional duties on the basis of teaching experience or other appropriate background. They will be assigned to classroom or laboratory duties only under the direct supervision of a full-service faculty member, who will retain full responsibility for maintaining high academic and pedagogical standards. The oral English proficiency of each graduate assistant providing classroom-related services (including lab assistants) will be determined by interview with and certification by the department chairperson. In the event the department chairperson cannot certify that the student is proficient in English, the student will be required to satisfactorily complete remedial courses prior to being assigned instructional duties. International students must also submit a score of the Test of Spoken English (TSE) to the School of Graduate Studies Office. TSE scores in the range of 45-60 (Foreign Service Institute scale level 2 to 3) are normally considered the minimally accepted standards. In the absence of the TSE, international students may be required to undergo other testing.
2. **Research.** A limited number of assistantships are available that afford students the opportunity to participate in authorized faculty, University, or externally supported research programs. These assistantships are normally not awarded to entering students.
3. **Other Academic Services.** Specific duties will be determined by the department of the student's major and approved by the Dean of Graduate Studies.
4. **Other Externally Funded Work Experiences.** Interns may be assigned work in a sponsoring agency's facilities. The work assignment must relate to the academic training of the student and provide an appropriate professional experience.

### APPOINTMENT PERIOD

Normally, the graduate assistant receives an appointment for a period of two semesters beginning with the fall semester. Graduate assistant/internships are only given to new students for a maximum of one year after which they may be given a regular graduate assistantship. To remain eligible for an assistantship, assistants must discharge their duties satisfactorily and maintain good academic standing in their course work. Good academic standing for graduate students is a cumulative grade point average of at least 3.0 in graduate-level courses. Graduate assistants who must resign from their assistantship will be billed for the pro-rated amount of the fees not paid by the assistantship for that semester.

### COURSE WORK ENROLLMENT

Assistantship appointees are normally expected to be full-time graduate students as defined in the Graduate Bulletin. They must maintain enrollment in at least 18 semester hours of degree credit course work for the regular academic year, and not fewer than 9 semester hours of degree credit course work for any one semester. Prior approval to carry more than 12 credit hours or fewer than 9 credit hours in any one semester must be obtained from the department concerned and the Dean of Graduate Studies. To determine the minimum course hours for graduate assistantships, *degree credit course work* will include whatever courses are stipulated by an advisor to fulfill the requirements for the degree program.

### OTHER WORK APPOINTMENTS

Graduate assistants shall not hold other full-time employment, but may accept occasional or temporary work, subject to the approval of the department chairperson or the graduate supervisor of the department and the Graduate Dean.

### STIPEND AND FEE REMISSION

Assistantships in Biology, Chemistry, Engineering, and Mathematics carry a stipend of \$10,000. Assistantships in Arts, Business, Humanities, and Social Sciences carry a stipend of \$7,500. Assistantship/Internships may be awarded at variable rates according to negotiated agreements with the awarding agency, except that the stipend must be a *minimum* of \$1,000 per semester. Instructional fees, the nonresident tuition surcharge, and the music performance fee, of eligible courses will be remitted. The award is subject to income tax withholding. Although assistantships generally are not awarded for the summer, the same remission will be applicable, up to 12 semester hours, for those who have held an assistantship/internship during the entire two preceding semesters (academic year).