John H. Lounsbury School of Education (COE)
Graduate Assistantship Supervisor Guidelines

Hire On Time

Unless there are extenuating circumstances, supervisors awarded a Graduate Assistant (GA) should select the GA and go through the hiring process well before the start of the semester classes. By doing this the GA will have his tuition paid by the university; he will not have to pay it himself then get reimbursed. Also, our office, HR, Payroll, and the Business Office all have time to process paperwork for the new-hire. By hiring in time for the paperwork to go through all the steps, we enjoy better relationships with others across campus. Also, by hiring early, the GA would not have to work more than a normal 10-hour or 20-hour work week during the latter part of the semester to meet his target number of hours.

Job Descriptions

GAs provide educationally beneficial assistance to the departments which award the assistantships. By policy, graduate assistantship duties should be relevant to the student's major field of study and shall be of academic value. The graduate assistant's supervisor should go over the job description with the student, so that the GA is aware of what is expected of a GA by the department and university.

GAs must NOT do work that is typically done by student workers or by administrative assistants.

The GA supervisor is the person responsible for 1) creating a good, educationally valuable experience for the assistant and 2) supervising him. These creation and supervision activities cannot be delegated to the departmental administrative assistant or to anyone else.

1. The 20-hour assistantships generally involve work with research, focus groups, outreach, technology, data collection and interpretation, and other educational aspects of the COE.

2. The 10-hour assistantships in secondary education and middle grades education include working with Early College in the areas of tutoring, assistant teaching, assisting with on- and off-campus field trips, assisting in the design of exploratory courses, finding resources, and researching program related initiatives. Other responsibilities could include working with the Future High School Educators’ club or the College Middle Level Association (CMLA) club; helping establish Future Educators of America (FEA) clubs in local high schools; visiting undergraduate classes to answer questions about the programs; preparing future Master of Arts in Teaching (MAT) students for volunteer work at Early College and other local schools; representing the MAT program at FallFest, SpringFest, and other events; and meeting with professors to increase their understanding of the MAT Programs. The 10-hour assistants can also work as research assistants.

3. Students receiving an MAT - Special Education Graduate Assistantship will work primarily as research assistants with programs in Special Education and Educational...
Leadership. Duties will include working with individual faculty on specific research projects, working with accreditation data, proctoring writing assessments, and helping with accommodations for students with disabilities served through the Department of Special Education and Educational Leadership.

4. The 20-hour Early College assistantship is intended to provide support for an outstanding graduate student with a background in middle grades, special education, or educational leadership. The student who is awarded the assistantship will work directly with faculty from his/her program area and Georgia College Early College on teaching and research projects. Additionally, the graduate assistant will work with the on-site writing assessment for the COE.

Length of Assistantships

Students are eligible for the financial assistance provided by a graduate assistantship for a maximum of two years (24 months) applicable to the completion of one graduate degree. Once a student has completed a graduate degree, whether that program of study required one year or two, the student is no longer eligible for an COE graduate assistantship.

A faculty supervisor may keep the same GA until the degree is earned or 24 months (whichever comes first.)

Work Times

The half-time assistantships include 19-20 hours of work per week for a total of 300 hours for a semester. Assistants are allowed to work fewer hours one week and more another, but the total for the semester is 300 hours.

The MAT assistantships include 10 hours of work per week for a total of 150 hours for a semester. Assistants are allowed to work fewer hours one week and more another, but the total for the semester is 150 hours.

For liability reasons, GAs cannot start work before the first day of the semester. The work period is the first day of class through the last day of finals.

Fall and spring break days are built into the calendar, and graduate assistants are not required to work on those days when class is not in session.

Course Loads

Course loads for graduate assistants must be at least six graduate semester hours.

Monthly Log Sheets

GAs will keep track of their hours which you, as the supervisor, verify weekly on the Graduate Assistant Task Log. Please use that format.
At the end of the month, each GA signs his log and turns it in to the Assistant Dean of the COE.

Hours will be tallied monthly. If a GA lags behind in target hours, both you and the GA will be notified. Stipends may be adjusted for the hours not worked.

If the final monthly task log comes in after the last paycheck, and it is short of hours, there are two options. If the graduate assistant will be continuing the next semester, those missing hours will be added to the new semester. If the GA is not continuing the next semester, the overpayment must be repaid to the university, and a hold will be put on the student's account until payment is received.

**Maintaining Eligibility**

If a student's grade point average falls below a 3.00 (academic warning), the student will have the next semester or summer term to improve and return to good standing before termination of the assistantship. Should a student fail to return to good standing after the next semester or summer term, or should a student receive academic exclusion and be dismissed from the degree program, the assistantship will be terminated at once.

**Feedback from GAs**

After the midpoint of each semester, Graduate Assistants will provide feedback about the GA experience. The completed feedback is required before tuition can be waived for the next semester.

Due **November 15 and April 15**

**Evaluation by Supervisors**

Supervisors fill out the Graduate Assistant Evaluation each semester. In order for tuition to be waived by the first billing date for spring semester, this form must be returned by November 15 for Spring Semester and April 15 for Fall Semester.

GAs will be renewed only if their supervisor gives them a positive evaluation.

Due **November 15 and April 15**

Information about your supervision of your GA will be shared with the Graduate Committee if you apply for another GA. This information would include your timely help with getting your GA information turned in and your help seeing that your GA meets his/her obligations and deadlines.
Separation

When a GA completes his degree, 24 months of eligibility, drops out of the degree program, or receives an unsatisfactory supervisor evaluation, the supervisor is responsible for signing the GA’s separation form indicating that all keys and other university property have been turned in or accounted for.

Article of Interest

Chronicle of Higher--Education June 19, 2008: Supervising Your Graduate Assistants