



GRADUATE ASSISTANTSHIP

Objective

A graduate assistantship at USEK aims at enriching the students' educational and professional experience by enhancing their skills and competencies through involvement in teaching, research, communications, development, and administrative activities in return of a percentage of waiver from their tuition fees.

Teaching Assistants and Research Assistants program includes fellowship support composed of partial or full tuition coverage for students at the master's level towards the fulfillment of their degree requirements.

Policy

The Teaching Assistants and the Research Assistants are graduate students who are expected to contribute to the university's academic mission and research ascendancy.

Students are awarded a full, partial and semi-partial graduate assistantships where they are expected to work for 20 hours, 10 hours and 5 hours per week in an academic department depending on the students' credit load.

Students are usually selected on the basis of a high academic record and their value to the department. Graduate assistants should not be engaged in any part-time or full-time work besides their duty at the School/Faculty and they should sign a statement to that effect.

1- Teaching Assistants:

Teaching assistants are graduate students who help School/Faculty with the conduct and delivery of courses. Services provided by teaching assistants include, but are not limited to, grading, monitoring, leading lab and/or discussion sessions, offering office hour assistance to students, and performing clerical tasks associated with course instruction.

A Teaching Assistant (TA) is assigned in an academic department with a stipend covered by the departments or faculty/school's operating budget. TA duties may include giving recitations, serving as assistants in labs/studios or clinical preceptors, tutoring or advising students, grading, preparing course materials, proctoring exams, and/or providing other forms of teaching support under the direct supervision of a faculty member. The duties should be assigned by the department based on academic needs and each student's experience and qualifications.

2- Research Assistants:

A Research Assistant (RA) is assigned in a research or creative work project with a stipend typically covered from a grant; an RA stipend can also be covered from available faculty/school research funds. RA duties include involvement in research activities and providing various forms of research-related support under the direct supervision of a faculty member. The duties vary depending on the nature of the project and the research grant's source of funding. RA duties can overlap with work related to the student's thesis; in such cases, it is natural for both to overlap and for the overall effort to be more than the hours covered per week by the RA.



Eligibility

To be eligible for a TA or RA:

- A student should hold a bachelor's degree with a GPA of at least 87/100 (or 3.67/4 or A-) in a field relevant to the TA/RA course supported with an Undergraduate academic standing recognition of Honors or above (*refer to Academic Rules & Regulations*).
- An eligible TA student should be registered or accepted in a Master or PhD program relevant to the supported TA course.
- An eligible RA student should be registered or accepted in a Master or PhD program relevant to the supported RA course.
- To be eligible for graduate assistantship, a student shall be registered for a minimum of 6 credits and a maximum of 12 credits in the Fall and Spring semesters and a minimum of 3 credits and a maximum of 9 credits in Summer.
- Graduate students granted full (100%) Graduate Assistantship (TA or RA) should be registered in a maximum of 6 credits and are entitled to 100% tuition waiver. In return, the student is required to provide 20 working hours per week.
- Graduate students granted partial (50%) Graduate Assistantship (TA or RA) should be registered in a maximum of 9 credits and are entitled to 50% tuition waiver. In return, the student is required to provide 10 working hours per week.
- Graduate students granted semi-partial (25%) Graduate Assistantship (TA or RA) should be registered in a maximum of 12 credits and are entitled to 25% tuition waiver. In return, the student is required to provide 5 working hours per week.
- A TA or RA is not entitled to the benefits granted to university faculty members according to the Faculty Bylaws.
- The tuition waiver does not cover any repeated course, irrespective of the reason for repeating it, including withdrawal. Only graduate courses are covered. Undergraduate courses taken as pre-requisite, remedial or complementary courses are not, except in cases to be approved by department / school.

Selection & Appointment

Appointments to the Graduate Assistantship program are authorized by the Provost (or by a Graduate Council) based upon the recommendation of the Academic unit.

GA appointments (TA or RA) are effective for one semester but are renewable based on performance, availability, and funds. Renewal for continuing students should be managed through their department or faculty/school in line with existing Faculty/School guidelines where the student should be in a good academic standing and have performed his assigned TA or RA duties satisfactorily in the preceding semester. A student's appointment or reappointment is subject to his/her active registration based on USEK's Academic Rules and Student Life regulations. For renewal of a TA or RA, a graduate student should maintain a GPA of at least 90/100 (or 4 /4 or A) with a Graduate academic standing recognition of Honors or above (*refer to Academic Rules & Regulations*).



Procedure:

GA positions (TA and RA) are announced and published on the university website one semester ahead through a call for applications. Each school/faculty shall specify the vacancies of TA or RA upon the requirements of the academic units. All eligible students may apply, and they will be selected by the Academic Unit after a file-study and an oral interview.

TA allocations require the approval of the student's Head of Department. RA allocations require the approval of the HCR.

Academic Units' requests must be sent to the Office of the Provost (or the Graduate Council) for approval before the start of the semester. The following information are required:

- Graduate Assistantship Application, appendix A, where the Academic Unit specifies:
 - 1- The allocated TA or RA percentages
 - 2- The course to which the graduate student is recommended
 - 3- The Department with the assistance of a technical committee, the Associate Dean's and the Provost's recommendation
 - 4- For renewal of appointment, the applicant shall undergo an evaluation by the pertinent instructor and the recommendation of the Head of department and the Associate Dean.
- A copy of the transcript of the Bachelor's degree.
- A copy of the transcript of the Master's degree in progress, when applicable.
- A work certificate from NSSF (proving the unemployment of the applicant in any other institution or company)
- Upon acceptance in the GA, the student shall be approached by the Head of Department to discuss his/her appointment and accordingly sign a GA Appointment.

New teaching assistants are required to attend training workshops delivered by LTEC and held before the start of the semester while new research assistants are required to attend any workshop delivered by the Higher Center for Research.

Termination

TA and RA allocations may be terminated during the term with a four-week written notice if the student clearly demonstrated unsatisfactory performance in any assigned TA or RA duties. In such cases, the course instructor and the head of department should first advise the student, orally and in writing, to try to improve her/his performance before proceeding with the termination.

The allocation may be terminated immediately for any misconduct. In such cases, the student may be suspended from responsibilities pending the outcome of an investigation, according to USEK rules and regulations.



Students can terminate their allocation by sending a letter to the head of department stating the reasons with a four-week notice. Students who terminate their allocation or withdraw from the university after the drop and add period will be required to reimburse the university for the covered tuition prorated based on the time during the term, except if they secure a pre-approval based on justified reasons.

Responsibilities of a TA or RA

1- Teaching Assistants:

Teaching assistants support **exclusively undergraduate courses or labs**. They are expected to carry out one or more of the following:

- Attend and observe classes or labs of the course to which they are assigned.
- Run trials of the work to be carried out by students prior to the lab and/or studio session.
- Support students in carrying out experimental and/or creative work in labs and studios.
- Assist in preparing answer keys for assignments, where applicable.
- Assist in grading the **quantitative components** of the course (quantitative components are those which can be graded with a key, **not requiring the grader to make judgment calls**).
- Assist in uploading course material onto online course management tools (e.g. Moodle).
- Assist in preparing course material under the guidance of the course instructor.
- Conduct revision, review, and/or problem sessions which do not require the introduction of new materials to students.
- Lead in-class discussions and group activities which do not require the introduction of new materials to students.
- Assist in proctoring quiz and/or exams, in the presence of the course instructor.
- Ensure confidentiality regarding course-related matters.
- Respect and treat all students equally.

Additionally, for blended learning courses, teaching assistants are expected to carry out one or more of the following:

- Interact with students in online discussions and blogs, where applicable.
- Responding to students queries online.

Teaching assistants **should never be responsible for:**

- Grading the **qualitative components** of the course (qualitative components are those which **require the grader to make an independent judgment call**).
- Independently proctoring quiz and/or exams.
- Independently introducing new course material to students.
- Recording or calculating official grades (Teaching assistants cannot have access to Banner).

2- Research Assistants:



Research assistants are involved with literature searches, data collection, entry or analyses, proofreading manuscripts, formatting research posters, professional scholarly submission or co-authorship of literature.

Many faculty members have research grants or contracts and employ qualified graduate students as research assistants. Research Assistants are required to aid their supervisors or other senior researchers, in conducting groundbreaking research at USEK.

A research assistant shall:

- perform research-related tasks assigned by the professor
- perform research in the field of study
- perform work that can be used for preparing a thesis
- perform the role of Teaching Assistant (TA) upon the course instructor's (check above responsibilities)

Responsibilities of the departments & Course Instructors

1- Responsibilities of departments with Graduate Assistantships

Departments using Graduate Assistants are responsible for implementing the following:

- Conducting interviews for graduate students newly considered for graduate assistantship (TA & RA).
- Submitting recommendations and required documents for processing Graduate Assistantship positions.
- Ensuring that teaching assistants attend training workshops held by LTEC for the development of their skills in teaching/learning.
- Ensuring the research assistants attend the recommended trainings from the Higher Center for Research.
- Conducting graduate assistants' evaluation at the end of each semester.

2- Responsibilities of course instructors with Graduate Assistantships

Faculty members are fully and solely responsible for the delivery of their courses/labs or Research projects and for the follow-up on the progress and performance of their students.

In this respect, course instructors are expected to:

- Abide by the responsibilities of the graduate assistants.
- Mentor graduate assistants in performing duties assigned to them.
- Monitor and assess graduate assistants' performance, ensuring quality control.
- Regularly meet with their teaching assistants outside of class sessions to follow up on their progress in assisting with the course. These meetings should take place at least once every week.
- Regularly meet with their research assistants to follow up on the progress of data collection and analyses required for the research project.

APPENDIX A



Application Form for Graduate Assistantship

I. Personal information

1. Full name: _____ / _____ / _____
Last First Middle (or father's name)

2. Date of birth: _____ / _____ / _____ Place of birth: _____
Day Month Year

3. Nationality: _____

4. Current mailing address: _____
mandatory *Building/Floor*

_____ / _____ / _____
Street Nearby PO Box

_____ / _____ / _____ / _____ / _____
Area/Caza City State Zip Code Country

Telephone (home): _____ / _____ / _____ (cell): _____ / _____ / _____
Country code Area code Number Country code Area code

Fax: _____ / _____ / _____
Country code Area code Number

5. Permanent address: _____
mandatory *Building/Floor*

_____ / _____ / _____

_____ / _____ / _____
Street Nearby PO Box

_____ / _____ / _____ / _____ / _____
Area/Caza City State Zip Code Country

Telephone (home): _____ / _____ / _____ (cell): _____ / _____ / _____
Country code Area code Number Country code Area code

Fax: _____ / _____ / _____
Country code Area code Number

6. Email address, if available: _____ @ _____
Login Name



II. Educational background starting with high school and above

<i>Name of school/university</i>	<i>Location (city and country)</i>	<i>Major</i>	<i>Degree received</i>	<i>Date received or expected</i>
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____

III. Professional Experience teaching and other

1. _____ / _____
Name and address of organization *Date*

_____ / _____
Position and work description

2. _____ / _____
Name and address of organization *Date*

_____ / _____
Position and work description

IV. Professional publications (e.g., papers, books) attach sheet if necessary.

Full title

1. _____

2. _____

V. Professional or academic honors/awards

<i>Title/Designation</i>	<i>Institution</i>	<i>Date</i>
1. _____ / _____	_____ / _____	_____ / _____
2. _____ / _____	_____ / _____	_____ / _____
3. _____ / _____	_____ / _____	_____ / _____

VI. References

<i>Name and Address</i>	<i>Title and Occupation</i>
1. _____ / _____	_____ / _____
2. _____ / _____	_____ / _____
3. _____ / _____	_____ / _____

VII. Semester for which this application is being considered

Fall Spring Summer Academic Year _____ / _____

VIII. Percent GA needed 50% 100%

IX. Major(s) applied for in order of priority

1. _____ 2. _____ 3. _____

X. Are you currently receiving any form of financial aid from other sources within or outside USEK?

No Yes From: _____

Amount or %: _____



XI. Are you expecting to receive any form of financial aid from other sources within or outside USEK?

No Yes From: _____
Amount or %: _____

Please make sure that the transcript of record is enclosed in the application form for graduate studies.

The proceeding information is a true and factual account of my vital statistical and educational background. I declare that I am available for appointment on the dates specified above, and that I shall not receive other financial aid as long as this assistantship is on a one-half or more time basis.

Signature of applicant: _____ Date: _____

For internal Use Only		
Reappointment		
GA type: <i>specify if TA or RA</i>	GA percentage: <i>specify if 50% or 100%</i>	Course Assigned: <i>specify the course to which assigning the TA or RA</i>
Evaluation & Recommendation of the Course Instructor	Evaluation & Recommendation of the Head of Department	Recommendation of the Associate Dean
New Appointment		
GA type: <i>specify if TA or RA</i>	GA percentage: <i>specify if 50% or 100%</i>	Course Assigned: <i>specify the course to which assigning the TA or RA</i>
Recommendation of the Head of Department	Recommendation of the Associate Dean	Recommendation of the Provost



APPENDIX B

Graduate Assistantship Appointment

Date

Student Name (ID)

Student Address

Dear *Student Name*,

Section FOR TA

On behalf of the Holy Spirit University-Kaslik and the **[specify name of department]** at the **[specify name of School/faculty]**, I am pleased to offer you a Graduate Teaching Assistantship for the course **[specify course code]** with the **[specify course instructor]**

Section FOR RA

On behalf of the Holy Spirit University-Kaslik and the Higher Center for Research, I am pleased to offer you a Graduate Research Assistantship for the involvement in research activities and providing various forms of research-related support under the direct supervision of **[specify faculty member's name]** within the research project entitled **[specify the title of the research project]**.

The term of this appointment shall be **[specify number]** months, beginning **[specify start date]** and ending **[specify end date]**, unless sooner terminated in accordance with this agreement. You will receive a **[partial or full]** waiver on your tuition fee of **[specify 50% or 100%]** over the term of your appointment. This assistantship may be renewed by written agreement if the student is in a good academic standing and have performed his assigned TA or RA duties satisfactorily in the preceding term.

Graduate Assistants are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty and undergraduate students in teaching or research environments is an integral part of your education. The University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with your educational objectives and the objectives of your program.

Please note the following:

- Your services may be required during the entire period of your appointment, with the exception of official University holidays.
- You will be required to report to **[specify department or program office name and the concerned instructor contact details]**.



- Your responsibilities will be: **[specify responsibilities]**.
- Your responsibilities will require a weekly time commitment of **[specify 20 hours for a full appointment or 10 hours for a partial appointment]**, averaged over the term of your appointment.
- You should not be engaged in any part-time or full-time work besides their duty at the School/faculty.

The terms and conditions stated above constitute the entire agreement between you and the University. This offer of appointment expires if the signed original copy of this letter is not received by the **[specify name of department or program]** by **[specify date]**.

Sincerely,

Signature of Head of Department or Graduate Director

Date

Signature of the Graduate Assistant

Date