

# ***BOWIE STATE UNIVERSITY***



## **Graduate Assistantship Packet**

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Center for Business and Graduate Studies, Suite 1312  
14000 Jericho Park  
Bowie, MD 20715**

## **GRADUATE ASSISTANTSHIP GUIDELINES**

The Graduate Assistantship Program (GAP) was established to assist students pursuing a Masters or Doctoral degree.

Graduate Assistants (GA) may not be employed full-time and are required to work 20 hours a week during the academic year in their respective academic department. GA's can serve as a Research Assistant, or teach fundamental courses as a Teaching Assistant. Graduate Assistants are not permitted to do clerical work.

GA's must attend a Graduate Assistantship Program meeting once a month as scheduled and be an active member of the Graduate Student Association (GSA).

Benefits include Tuition Remission of nine credit hours per semester, and compensation for a maximum of 20 hours a week at the rate of \$10.00 per hour for Master Students, and \$11.000 per hour for Doctoral Students.

### **Eligibility**

1. A graduate student must be a full time student enrolled in a minimum of nine (9) graduate credits each semester of the assistantship; or an incoming graduate student admitted to the graduate program. Any GA that registered for more than (9) graduate credit hours should pay for the difference;
2. Not be enrolled in more than 12 graduate credits per semester;
3. Maintain a minimum GPA of 3.0 or higher. Incoming Graduate Students must have a 3.2 GPA or higher on the undergraduate level;
4. Not hold other employment that will interfere with their award as a Graduate Assistant or interfere with their responsibilities as a full-time graduate student.

### **Interested Candidates:**

Anyone interested in being considered for an Assistantship position should:

1. Complete the graduate assistantship application.
2. Submit a copy of their resume.
3. Submit a two-page self-assessment and explanation of their academic career choice. It should describe his/her educational background, objectives, and work experience.
4. Submit two letters of recommendation one of which must be from a current or previous professor.
5. Be interviewed by their Department Selection Committee.

**Completed applications and supporting documents should be submitted to the coordinator of the applicant program of study.**

**Note: \* Candidates selected by their Department Committees are not guaranteed a Graduate Assistantship position. The Department Committee recommends their selected candidates to the Graduate School committee, which determines the final selection of awardees based on its criteria and resources.**

### **Application for Graduate Assistantship:**

1. Applications for the Graduate Assistantship program are available from the Program Coordinator of the applicants program of study or on Graduate School website.
2. The completed application is **due on the last Friday in March for the Fall selection, and on the last Friday in October, for the Spring selection. NO APPLICATIONS WILL BE ACCEPTED AFTER THE DUE DATE.** In addition to the application, the following supporting documents must be submitted: a) a resume, b) two letters of recommendation, and c) a two-page assessment of their self and their academic career choice. Incomplete applications and/or applications without **all** of the supporting documents will not be considered.
3. All Graduate Assistantship awards are renewable for up to three years. Students who are in a 31 – 42 credit program may remain in the awarded program for two years. Students in programs requiring 40 or more credits may remain in the program for up to three years. Student in the Doctoral Programs may remain in the program for up to four years. Please note that the award is renewable each year and the criteria for renewal are indicated clearly on pages 23-24 (duties and responsibilities).
4. All selected applicants must complete an interview in their respective departments before a final notification of the award is made. An award letter (see attached) is sent to selected awardees, which should be signed and returned by the student to the Graduate School
5. Awardees of Graduate Assistantships will be required to sign a contract of employment each year. Students must also complete the University System of Maryland Tuition Remission form each semester.

### **Dereliction of Duty/Termination of Assistantship Award:**

Graduate Assistants will lose their assistantship benefits and compensation if they:

1. Fail to attend two consecutive Open House and New Student Orientations in a school year.
2. Fail to attend two consecutive Graduate Assistantship meetings in a semester
3. Fail to actively participate in the Graduate Student Association (GSA).
4. Fail to keep office hours and attend all necessary meetings and other relevant duties as stipulated by their supervisor or unit director.
5. Are reprimanded by their supervisor three times, whether in writing or by spoken word.
6. Are consistently late or absent from their classes or assistantship position.



Office of the Graduate School  
Center for Business and Graduate Studies, Suite 1312

### Graduate Research/Teaching Assistantship Application Form

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

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

Graduate Degree Program: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

Graduate Assistantship Type:

Graduate Teaching Assistant

Graduate Research Assistant

Graduate Advisor: \_\_\_\_\_ Graduate GPA: \_\_\_\_\_

Undergraduate Institution GPA: \_\_\_\_\_

Years of Attendance: \_\_\_\_\_ Undergraduate Major: \_\_\_\_\_

References:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. \_\_\_\_\_

*The following information will not be used in the selection process.  
The information collected will only be used in aggregate form.*

Country of Citizenship: \_\_\_\_\_

Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_