

## Purpose

**Obtain training and experience through an assistantship in an advance degree program that will prepare you for the future and the career of your dreams.**

**Cleveland State University** provides two types of Graduate Assistantships: **Teaching** and **Research/Professional Development**. Each type provides the student with opportunities to develop professionally while providing service to the University.

Graduate Assistantships are regarded as apprenticeships during which students become more effective members of their professions through formal instruction, interaction with faculty, and research experiences. Graduate Assistants are regarded by the University as students first and as University employees second.

## Types of Assistantships



### Research/Professional Development Assistantships

Assist the CSU faculty and/or staff members in conducting research or performing activities relevant to their degree program. These are assigned to faculty or staff who are working in a variety of different areas to extend the

students' research experience and professional development

### Teaching Assistantships

Assist departments in carrying out undergraduate instructional programs. Teaching Assistants aid faculty members in assembling classroom materials, leading class discussion groups, supervising laboratory sessions, tutoring, evaluating student performance, and carrying out other related instructional activities.

### International Teaching Assistants

whose native language is other than English may not be assigned direct instructional activities until they have taken the "Speak Test." This will assess and certify a student as proficient in spoken English. Assessment and certification are conducted by the University Testing Center. For more information visit: [http://www.csuohio.edu/ce/esl/esl\\_speak.html](http://www.csuohio.edu/ce/esl/esl_speak.html).



## Graduate Assistantships Minimum Stipend and Tuition Levels Academic Year 2011-2012

	Master's			Doctoral		
Service hours required per week	10	15	20	10	15	20
Minimum stipend level per academic term	\$1,740	\$2,610	\$3,480	\$2,450	\$3,675	\$4,900

All assistants are required to register for a minimum of 8 credit hours of graduate level courses (500-level or above) each academic term including summer. Individual programs determine whether the minimum registration should be 8 credits (up to 12 credits) per academic term.

Hours worked per week are based upon the standard of a 40-hour work week, as defined by the State of Ohio uniform accounting procedures, and the consideration that a full-time graduate assistant must spend at least 20 hours per week on his or her academic studies.

**Engage in a learning experience that will advance you into a competitive career.**

## Terms of Assistantships

Assistantships are awarded only to graduate degree-seeking students with superior academic records and who qualify as regular graduate students at the time of their enrollment as defined in the *CSU Graduate Catalog*.

Students must have a cumulative undergraduate grade point average of at least 3.00, a cumulative graduate grade point average of at least 3.00, and a cumulative CSU Law School grade point average of at least 3.25 to qualify for, and to retain an assistantship.



Graduate Assistants receive contracts with specific conditions and duties. The contract includes the tuition scholarship and stipend amount.

Graduate Assistantships are awarded based on University service of 20 hours, 15 hours, or 10 hours per week during the academic semester.

The semester of appointment for a Graduate Assistantship is normally for one or more academic semester(s). The semester schedule adheres to the official University calendar.

Graduate Assistants must maintain a minimum of 8 credit hours at, or above, the 500-level during the contract period. Courses taken on an audit basis and undergraduate courses do not qualify in meeting the 8-credit hour minimum registration requirement.

All "new" Graduate Assistants are required to view the online *Graduate Assistant Orientation Program (GAOP)* during the first academic term of employment if they wish to continue employment for the following term.

## Retention

Students may be retained as Graduate Assistants as long as they are currently registered for the appropriate number of credit hours, have earned less than a total of 173 semester hours of graduate credit, are in good academic standing, are performing their duties to the satisfaction of the hiring units, have completed the online GAOP requirements, and are making acceptable progress toward the completion of their degree programs.

The number of academic semesters that a student may be retained as a Graduate Assistant is determined by the unit sponsoring the assistantship. Normally master's degree students do not receive more than four semesters of assistantship support. Doctoral students normally receive a maximum of twelve semesters of assistantship support, including the assistantship support they received as a master's degree student within any Cleveland State University program.



## Maximum Work Hours

All student employees of the University, including Graduate Assistants and Tuition Grant recipients, are limited to a maximum of 20 hours of service per week during the academic semester. Graduate Assistants on a full-time (20 hours of service per week) contract may not hold outside employment without written approval of the Dean of College of Graduate Studies.

Graduate Assistants and Tuition Grant recipients observe University Holidays. Working during break periods is optional and is at the discretion of the hiring unit; assistants may need to use this time to make up missed work hours.

## Graduate Tuition Grant Program

In addition to the Graduate Assistantship Program, the Cleveland State University Graduate College administers the Graduate Tuition Grant Program, which provides graduate tuition support to qualified students.

To be eligible to receive a Graduate Tuition Grant a student must be admitted to a graduate degree program as a regular graduate student as noted by the Graduate Catalog, and have a minimum GPA of at least 3.00 in previous undergraduate studies, a 3.00 in graduate work, or a 3.25 in course work taken in the Cleveland Marshall College of Law.

Graduate Tuition Grants are available to provide tuition support for 1 to 16 graduate credit hours (500-level or above), as determined by each student's program director. Graduate Tuition Grant recipients are required to provide service to the department. The maximum number of service hours to be provided to the department by the Graduate Tuition Grant recipient cannot exceed ten hours per week. Work hours are prorated according to the number of credit hours of support provided.

*Cleveland State University is an Affirmative Action/Equal Opportunity institution. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era veteran status.*

Cleveland State University  
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# Graduate Assistantships

Academic Year 2011-2012



**COLLEGE OF GRADUATE STUDIES**

<http://www.csuohio.edu/gradcollege/>

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