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### Guidelines for Graduate Assistanships at Texas Eastern University

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## GUIDELINES FOR GRADUATE ASSISTANTSHIPS AT TEXAS EASTERN UNIVERSITY

PURPOSE OF ASSISTANTSHIPS

Graduate assistantships are a part of virtually every recognized graduate program in the United States and have been found essential to their success and effectiveness for a number of reasons. Perhaps the most basic function of the assistantship is to provide means by which qualified graduate students may do advanced study, which inevitably is an expensive undertaking at best and which often means the student must give up a significant income in order to attend school. The assistantship also has the advantage of providing skilled assistance to regular faculty in carrying on teaching and research functions and providing the medium by which qualified students can work in a closer working relationship with faculty members in their major discipline.

NEED FOR FUNDS AND POSITIONS

Each academic discipline involved in graduate work could make efficient use of at least one graduate assistantship, and some could use more--even at the present (1978) level of operation.

DISTRIBUTION OF FUNDS

Recognizing that funds from private sources cannot meet every need of the University for graduate assistantships, it is proposed that a pilot program be established to provide four graduate assistantships, and that future allocations, from whatever sources funded, be distributed among the various schools, departments and disciplines at the time of budget preparation as approved by the Vice President for Academic Affairs. The allocation should take into consideration the number of graduate majors and the amount of graduate credit-hour production.

STIPEND

Students awarded a graduate assistantship will receive \$3,060 (\$340 a month) plus waiver of out-of-state fees.

The service period is for nine months with payment normally at the end of each month.

DUTIES

Graduate assistants are assigned to assist in classes and laboratories under the supervision of a faculty member or assist in supervised research. Students are expected to devote at least 20 hours per week to assistantship duties.

#### PROCEDURES FOR APPLICATION

Coordination of all graduate assistantships will be through the Office of the Vice President for Academic Affairs, and the administration of the assistantships will be through the Office of the Dean of each school to which the assistantship is allocated.

Application forms for assistantships are available in the office of the dean of the school in which the person plans to major. Information regarding assistantships may be obtained by writing directly to the dean of that school.

All applications must include transcript, three letters of recommendation, examination scores, and must be received in the dean's office on or before March 1 preceding the academic year for which awards are to be made. During the first year of the program, applications will be received until August 1.

Texas Eastern University subscribes to a policy of equal education and employment opportunity. In accordance with Title IX of the Educational Amendment of 1972, Texas Eastern University does not discriminate on the basis of sex.

#### RULES FOR ELIGIBILITY

Individuals applying for a graduate assistantship at Texas Eastern University must have a bachelor's degree from an accredited institution with an overall grade-point average of 3.0 (4.0 scale). The applicant is required to take the general Graduate Record Examination (GRE) and make a minimum score of 900 or make an equivalent score on the Graduate Management Admission Test (GMAT) or the Miller's Analogy Test (MAT).

Assistantships are awarded on a semester-to-semester basis (excluding summer sessions), but are renewable up to four semesters upon recommendation of the dean of the appropriate school if the student maintains a 3.0 grade point average for the previous semester and performs his duties satisfactorily. He must register for a minimum of six semester hours of graduate work, but may register for a maximum of nine semester hours of graduate work. One additional undergraduate course may be approved by the student's adviser if a deficiency in undergraduate work exists, such as in foreign language, computer science or similar research tool, when such work does not count toward the graduate degree. If the student's enrollment drops below six semester hours of graduate courses during any semester, the assistantship will be forfeited.