**Graduate Assistant Request Form**

**Academic Year 2019-2020**

**Originating Department:** Click or tap here to enter text.

**Position Type (see Appendix A):** Click or tap here to enter text.

**Assigned Department (if different from above):**  Click or tap here to enter text.

**Duties and Responsibilities:** Click or tap here to enter text.

**Educational Purpose:** Click or tap here to enter text.

**Appointment Type:** Choose an item.

**Requested Level:** Choose an item.

**Expected Residency:** Choose an item.

*see Appendix B for Stipend Floors*

**Requested by:** Click or tap here to enter text. Date: Click or tap here to enter text.

**Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/VP Date

**Appendix A**

**Types of Graduate Assistantship Positions**

Graduate assistantships are intended to provide students with professional experiences that complement their programs of study. As such, assistantship duties should be intentionally designed to enhance the educational experience of ISU students. For this reason, assistantships that support academic programs will be given the highest priority in the allocation and assignment processes. Graduate assistantships are classified into four types: Teaching Assistantships, Research Assistantships, Clinical Interns, and Administrative Interns. All awards should clearly articulate the general responsibilities of the appointee at the time of the offer including any appointment that may combine one or more of the duties defined below.

The definitions, duties, and general expectations for each are as follows:

1. Teaching Assistantships (TA). The TA position is defined as a graduate assistant whose responsibilities are instructional in nature and support the teaching mission of the university. A full-time TA position would be primarily responsible for at least 3 credit hours of classroom or laboratory instruction and/or the equivalent of associated responsibilities (e.g., course preparation, grading, organizational meetings, office hours, tutoring, program development, assessment, and/or support of instruction in other sections).
2. Research Assistantships (RA). The RA position is defined as a graduate assistant whose responsibilities are to support externally funded faculty research and/or an established research agenda consistent with the mission of the academic program, college, or university. RA positions support the research mission of the university.
3. Clinical Interns (CI). The CI position is defined as a stipend-funded placement in a clinical professional setting. CI appointments are closely associated with required clinical experiences in select programs.
4. Administrative Interns (AI). The AI position is defined as a stipend-funded placement in an administrative office. The range of administrative activities will vary depending on the placement.

**Appendix B**

|  |  |  |  |
| --- | --- | --- | --- |
| **Graduate Assistant Stipend Floors** | | | |
| **2019-2020** | | | |
| **FY 20** | | | |
|  |  |  |  |
| **Fall/Spring (Academic Year)** | **Full-time (20 hrs)** | **Half-time (10 hrs)** | **Clinical (15 hrs)** |
| **Masters** | $ 8,820 | $ 4,410 | $ 6,615 |
| **MFA/EdS** | $ 9,083 | $ 4,541 | $ 6,741 |
| **Doctoral (with Master's)** | $ 12,222 | $ 6,111 | $ 9,167 |
| **Doctoral (with Bachelor's Only)** | $ 8,820 | $ 4,410 | $ 6,615 |
|  |  |  |  |
| **Summer 3-week** | **Full-time** | **Half-time** |  |
| **Masters** | $ 966 | $ 483 |  |
| **MFA/EdS** | $ 1,052 | $ 526 |  |
| **Doctoral (with Master's)** | $ 1,367 | $ 684 |  |
| **Doctoral (with Bachelor's Only)** | $ 966 | $ 483 |  |
|  |  |  |  |
| **Summer 7-week** | **Full-time** | **Half-time** |  |
| **Masters** | $ 2,255 | $ 1,128 |  |
| **MFA/EdS** | $ 2,456 | $ 1,228 |  |
| **Doctoral (with Master's)** | $ 3,191 | $ 1,595 |  |
| **Doctoral (with Bachelor's Only)** | $ 2,255 | $ 1,128 |  |
|  |  |  |  |
| **Summer - 11 week** | **Full-time** | **Half-time** |  |
| **Masters** | $ 3,544 | $ 1,772 |  |
| **MFA/EdS** | $ 3,859 | $ 1,929 |  |
| **Doctoral (with Master's)** | $ 5,014 | $ 2,507 |  |
| **Doctoral (with Bachelor's Only)** | $ 3,544 | $ 1,772 |  |