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E F G E G A
Department of Political Science & International Affairs

POLICIES PERTAINING TO GRADUATE ASSISTANTSHIPS

With the approval of the Dean of the College of Arts and Letters, each of the department's graduate programs -- the Master of Arts in International Affairs (MAIA) Program and

undergraduate and graduate transcripts; (b) knowledge of the subject area with which the graduate assistantship is related; (c) experience as a graduate assistant; (d) facility with written and oral communication; (e) relevant work experience; (f) the student's apparent goal to pursue a career in teaching and/or research, and other indications of professional interest; (g) evidence of consistency of interests between an applicant and a faculty supervisor; and/or (h) other related indications that the applicants are likely to be productive in the role of graduate assistant.

4. A selected applicant shall be notified by the respective graduate program coordinator about the duration of the offer -- i.e., whether the offer is for a semester or an entire academic year (i.e., fall, spring, and summer) and (b) the course load that the graduate assistant is required to maintain in order to continue to qualify.

D. Reappointment and Termination

1. A graduate assistant shall be eligible to apply applR /TT1 1 Tf () T10.24 0 0 0.24 1213.7 (40o) -21 Tf (

E. Expectations for Graduate Assistants for Teaching

1. Graduate assistants for teaching are to be present in the class, which they are assisting, for every class meeting either in person or virtually through D2L. This will be coordinated with their faculty supervisor.

2. Graduate assistants for teaching must be available to students enrolled in the class for at least 3 hours of office hours per week either in person or virtually through D2L. This will be coordinated with their faculty supervisor.

3. Graduate assistants for teaching are to present themselves in a professional manner during the performance of all duties related to the position, including attire and communication with faculty and students.

4. Graduate assistants for teaching are expected to follow the same FERPA regulations as faculty and must complete the mandatory on line FERPA training.

5. Under the direction of the faculty supervisor, graduate assistants for teaching will assist the faculty member. Their responsibilities can include the following: (a) devising examinations; (b) proctoring examinations; (c) grading examinations, papers, and/or other assignments; (d) holding office hours to be available to students either in person or virtually through D2L; (e) holding tutorials and/or review sessions with individual students or groups of students either in class or virtually through D2L; (f)

[REDACTED] research products; (c) maintaining research resources and products on the Internet; and/or (g) accomplishing other related processes.

4.

[REDACTED]