

# Graduate Assistants

## Policy Number

5120

## Executive Responsibility

Dean of Graduate School

Graduate Council

## Functional Responsibility

Graduate School

## 5120.1 Length of Appointment

Normally, graduate assistants receive appointments for two semesters beginning in the Fall. If funds are available, ~~a program may issue~~ a contract may be issued to the student for the Summer Term at the same per-term stipend ~~as was the student~~ received during the previous academic year. Graduate assistantship support may be provided for up to a maximum of two years for master's degree candidates. ~~The individual degree programs sets~~ time limits for doctoral candidates. To receive continued support, assistants ~~and scholars~~ must perform satisfactorily in both degree requirements and their assistantship duties. Satisfactory progress toward a degree means ~~meeting minimum registration requirements~~, maintaining at least full-time registration status (six semester hours) and a cumulative grade point average of at least 3.0, following an approved program of study, and fulfilling other academic requirements as determined by the program. Failure to meet these standards, or failure to perform satisfactorily as ~~an a graduate~~ assistant, will be grounds for cancellation of the assistantship agreement ~~or scholarship appointment~~.

Continued support of a master's-level student as a graduate assistant beyond the normal two-year period requires special approval by the Dean of the Graduate School.

## 5120.7 Oral Proficiency Test

Because Ohio Law requires that all teaching assistants who provide classroom instruction to students be orally proficient in English (ORC 3345.281), All WSU graduate assistants who have teaching responsibilities (including graduate assistants and graduate research assistants who provide instructional or other direct-contact student services in either the classroom or laboratory) must establish that they are proficient in spoken English take and pass a speaking proficiency test before they will be allowed to sign their assistantship agreements. Oral proficiency in English may be established either by a) confirmed citizenship of a country where English is the primary language (LIST OF COUNTRIES) and demonstrated proficiency during a brief oral interview with the university representative overseeing the signing of the assistantship contract, or b) a score of at least 250 (Category 1) on An Ohio Law, passed in 1986, requires all assistants who provide instructional or other direct student services in the classroom or laboratory to be tested for English proficiency prior to assuming their assistantship responsibilities.

The Wright State's Oral Proficiency Test (OPT), administered by Wright State's Department of English Language and Literatures, is the test that is used to determine the English proficiency of graduate assistants at Wright State University.

~~A preliminary screening test, based on a portion of the OPT, may be given to students from countries where English is the primary language to determine if those students need to take the entire OPT.~~

~~Students who are required to take the entire OPT must score 250 (Category 1) or above in order to be approved for teaching responsibilities. Students scoring 210 to 249 (Category 2) are will be allowed to teach with supervision if they are supervised by a department advisor and simultaneously enrolled -enrollment in English 1050 "Classroom Communication for the International Teaching Assistant." Students who receive an unsatisfactory grade in English 1050 are required to repeat theis class during the next following term. Students who score below 209 or less (Category 3) are will not be qualified-authorized to teach and must take (or repeat) English 1010 before attempting the OPT again. Students may take the OPT only once each-per term, and must wait at least a five-week interval-is required five weeks between testing dates. Students should contact the Department of English Language and Literature\_s for OPT information and registration. Students will be required to provide positive identification (including a picture I.D.) to register and to take the OPT. If possible, the OPT should be completed no later than the end of the term preceding the intended assumption of assistantship duties. Results of testing administered between terms or during the term in which teaching duties actually begin, may not be available in time for the assistantship agreement to be processed in time.~~

~~Students and departments should not contact the testing offices for test results. The Graduate School will receive the test results from the English Department will report OPT results directly to the Graduate School, which and will promptly provide the results to the appropriate academic programs and students.~~

## 5120.8 Off-Campus Employment

Graduate assistants must abide by the policies of the employing program or department in regard to off-campus employment. Generally, to hold off-campus employment, a graduate assistant must have will require written permission from the employing program or department sponsoring the assistantship sponsor of the graduate assistantship.

~~International students,~~ in addition to meeting the criteria above, the above policy, international students-graduate assistants must gain approval from the United States Immigration and Naturalization Service (INS) before accepting off-campus employment. Questions concerning off-campus employment of international students should be addressed to the University Center for International Education (UCIE).

~~Graduate scholars may hold off-campus employment and do not need permission for the employment from the colleges/school that awarded the scholarships.~~

## 5120.9 Application Procedures and Procedures for Processing Graduate Assistantship Applications

Assistantships are available in a variety of departments, programs, and some administrative offices. Application Procedures and Procedures for Processing Graduate Assistantship Applications Students should contact the program(s) or department(s) in which they would like to receive assistantships to request applications and discuss opportunities.

~~Assistantships are available in a variety of departments, programs, and some administrative offices.~~ The application process is as follows:

- A. Students submit the completed applications to the departments or programs. Students may apply to more than one area by submitting an application to each of the departments, programs, or offices.
- B. The department, program, or office reviews the applications to ~~insure that determine whether~~ the ~~graduate students applicants~~ are eligible for an assistantship, i.e., have regular status as ~~a degree-seeking students~~ and, a cumulative grade point average above 3.0, and are able to register for eight-six credit hours applicable to the degree.
- C. ~~When d~~Department(s), program(s), or office(s) have decided which students to employ. ~~When a decision is made~~, they complete a Graduate Assistantship Agreement form and Employment Eligibility Verification Form I-9 for each student they wish to employ and send the forms to the appropriate college/dean or designated representative for approval. The agreement and I-9 are then forwarded to the Graduate School for final processing. The Graduate School will be responsible for the other elements required to complete the agreements, i.e., Internal Revenue Service (IRS) forms, documents for the State Teachers Retirement System (STRS, for teaching assistants) or Ohio Public Employees Retirement System (OPERS, for other graduate assistants) forms, verification that the applicant has passed satisfactory completion of the OPT, application of tuition remissions, and input of the appropriate information into the Banner HR/Payroll system.

All assistantship agreements ~~must~~should be forwarded to the Graduate School at least five weeks before the beginning of the quartersemester. It is important to meet this deadline so that all ~~the~~ processing requirements can be completed in time for the assistants to be paid during the first regularly scheduled pay period.

Wright State University ~~has made a commitment to abide~~is committed to abiding by the Council on Graduate Schools' guideline that prospective students be given until April 15 to accept any assistantship offer. Details of the CGS Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants can be found at <http://www.egsnet.org/?tabid=201>.

- D. The Graduate School reviews the assistantship agreements and corrects minor typographical, grammatical, or other non-substantive errors. ~~For legal reasons, m~~Major errors ~~found on assistantship agreements will not be corrected by the Graduate School, but~~ will be referred to the academic unit/department/office that prepared the agreement for correction or revision. Corrected or revised agreements ~~must~~should be signed by the student, acknowledging the changes and shall be brought to the attention of principal investigators and/or other concerned parties.