

# SERSCA Graduate Assistantship Program Guidelines & Requirements

## 2021-22 AY Competition

### Overview

The SERSCA Graduate Assistantship program is designed to provide opportunities for graduate students to work under the direct supervision of a Faculty Sponsor on research, scholarship, and/or creative projects.

### Benefits

Each Graduate Assistantship (GA) is equivalent to 130 hours of student employment at approximately \$15/hr. Each GA award will be made to a single individual, and will amount to \$2,000.

### Eligibility Requirements

To be considered for a GA award, each student applicant must be:

- currently enrolled as a graduate student at Stanislaus State;
- enrolled/active in program for Fall 2021 and Spring 2022;
- sponsored by a faculty member;

To be eligible as a Faculty Sponsor, a faculty member must be employed by the University as a faculty member/instructor for the duration of the project.

Application restrictions:

- a faculty member may sponsor up to 2 students per academic year;
- students may only apply for one GA award per academic year.

### Program/Award Requirements

If awarded, both students and Faculty Sponsors must adhere to the following funding requirements:

- Conduct regular meetings to discuss project goals, progress, and objectives;
- Student(s) must complete a final report upon completion of the project or no later than June 1, 2022.

### Role of the Faculty Sponsor

The Faculty Sponsor has an integral role a Graduate Assistantship award. The Faculty Sponsor functions as the direct supervisor of their GA student(s) and is responsible for the following:

- Conduct regular meetings with GA student(s) to discuss project objectives, goals, and plans;
- Monitor student(s)' work schedule throughout the duration of the award;
- Notify SERSCA immediately of a returned or incomplete award;
- Maintain supervision of the student(s) until project completion.

#### Application Instructions

Student(s) must complete an application on InfoReady by the deadline. Note that the student application requires a number of written responses to questions about the project; the student should work with their faculty sponsor to carefully plan and discuss the project together prior to submitting the application.

After the student has applied on InfoReady, the application will be routed to the designated faculty sponsor for review and approval. The faculty sponsor will be required to answer additional questions about the GA project, and must submit their review by the deadline for the application to be considered for funding.

**Application Deadline: Monday, September 13<sup>th</sup> by 11:59pm.**

#### Review Process

The SERSCA team will review all submitted applications for completeness. All eligible applications will be reviewed by the SERSCA team.

The SERSCA team will consider the applications using the following criteria:

- Application is well-written and conceived;
- Clear articulation of how the proposed project aligns with the student's future academic and career goals;
- Significance of the experience to the student(s);
- Project impact based on whether the project is expected to result in one of the following:
  - Teaching experience or curriculum development;
  - Partnership with an outside organization;
  - Completion of all or part of a culminating experience (thesis/dissertation/project);
  - Presentation at an academic conference;
  - Publication.
- Clear articulation of the mentorship/collaboration plan and work plan, including projected work hours.
- Prior receipt of SERSCA GA funding (with preference given to first time GA applicants).

**Review Period: Tuesday, September 14<sup>th</sup> – Monday, September 20<sup>th</sup>**

#### Notification of Decision

SERSCA will notify all applicants (via email) of the results of the GA competition.

**Notification Date:** Wednesday, September 22<sup>nd</sup>

#### Start Date of Awarded Projects

While awarded GA students will be notified on September 22<sup>nd</sup>, additional hiring steps are required to process the award (including documentation verifying eligibility to work in the U.S.). As this process can take several weeks, please be mindful that students **may not begin receiving award payments until given an official appointment letter has been sent to the student by Faculty Affairs.**

**Estimated Start/Contract Date of Awarded Projects:** early October, but not until cleared by Faculty Affairs

#### Conclusion of Awarded Projects

All GA projects awarded during the 2021-22 AY competition must conclude by May 31, 2022.

**End of Awarded Projects:** May 31, 2022