

Graduate Student Assistant (GSA) Agreement Form

General requirements: To be eligible for this position, this person must be a graduate student enrolled in a graduate program at Liberty University.

Graduate Assistant, Communication Studies

Responsibilities

A. General

The Graduate Assistant (GSA) will assist the professor(s) who teaches or who has primary responsibility for an assigned course or activity.

B. Specific requirements of GA's

All COMS 101 GA's will take COMS 550 Communication Education Theory. Students should take the course concurrent with their first semester as a GA.

GSA's with class or lab responsibilities will:

- know the subject material,
- conduct discussion, laboratory, or problem-solving sections utilizing appropriate techniques and strategies,
- attend all sessions of assigned classes,
- ensure safe and competent use of equipment,
- hold scheduled office hours,
- grade exams, quizzes, speeches, and papers,
- maintain good and accurate records,
- exercise fairness and sound judgment,
- manifest professional behavior toward faculty and students,
- respect the confidential nature of the student/teacher relationship,
- be knowledgeable of and abide by all applicable rules and regulations governing the GA appointment,
- report suspected incidents of academic dishonesty or other serious violations of University policy to the appropriate authority.
- keep supervisor informed of course and activity progression

GSA's assigned to forensics will also be required to:

- travel with the University Debate Team as negotiated with the Director of Forensics,
- judge debate rounds at tournaments as appropriate,
- conduct discussion, laboratory, or problem-solving sections utilizing techniques and strategies appropriate for students,
- critique practice debates,
- aid students in finding research relevant to debate cases and arguments,
- assist with forensic tournaments sponsored by the Liberty University Debate Team,
- assist with University debate camps as agreed.

Reimbursement and Appointment Load

The GSA appointment load will be based upon whether the applicant is awarded a full-time or a part-time appointment.

Full-time GSA's:

- must be registered for a minimum of nine (9) credit hours of course work toward an M.A.,
- may be assigned for three (3) sections/courses, or nine (9) credit hours,
- will receive a tuition waiver for their nine (9) credit hours of course work toward an M.A.,
- will receive a \$1,200 stipend per section/class, totaling \$3,600 per semester, (\$7,200 per year),
- will devote twenty to twenty-five (20-25) hours per week to academic responsibilities.
- may be assigned to work as a research assistant, lab supervisor, or academic assistant.

Part-Time GSA's:

- must be registered for a minimum of six (6) credit hours of course work per semester toward an M.A.,
- will receive a tuition waiver for up to nine (9) credit hours per semester of course work toward an M.A. No stipend will be given.
- will have no teaching responsibility but will work as a research assistant, lab supervisor, or academic assistant,
- will devote twelve (12) hours per week to assigned responsibilities.

Additional Requirements

1. Applicants must have completed a B.S. or B.A. degree in Communication Studies or a related discipline with a minimum GPA of 3.0 to qualify for the assistantship.
2. GSA's must maintain a 3.0 GPA to continue a GA assignment from semester to semester.
3. GSA's work performance level based on semester reviews must be satisfactory to continue in subsequence semesters.

Time Period

This GSA Agreement is binding for the following: _____, _____ semesters.

Assignment _____

Supervisor _____

I have read the job description and requirements and agree to meet assigned duties.

Printed Name of Graduate Assistant

Student Identification Number

Signature of Graduate Assistant

Date

Dr. Cecil V. Kramer, Jr.
Director of COMS Graduate Studies

Date

Dr. William Gribbin
Dean of School of Communications

Date

Dr. David Beck
Dean of Graduate Studies

Date