

## 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 Student 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 GSA's**

- All COMS 101 GSA's will take COMS 550 Communication Education Theory. Students should take the course concurrent with their first semester as a GSA.
- 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 GSA 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 GSA assignment from year to year.
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.*

## For Returning GSA's only:

*I understand that if my GPA for the past 2 semesters does not equal a 3.0 average, this contract is rescinded and is considered null and void.*

\_\_\_\_\_  
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