

learning outcomes for the position, and includes a work schedule. The mid-year performance evaluation is formative in nature, and the end-of-year evaluation is a comprehensive review of the progress made toward the goals outlined in the work plan for the appointment period, as well as the quality of performance.

◆ Assistants beginning the first year of the program must complete UIS Human Resource forms. Also, an I-9 form must be submitted within three working days of the first date of the contractual period to verify eligibility for employment. This form is submitted to the UIS Human Resources Office in HRB 30. (For more information, visit the HR web site <http://www.uis.edu/humanresources/policies/HRForms.html>.)

◆ Assistants will be required to attend a mandatory orientation session each year of their assignment.

◆ Assistants are expected to conduct themselves in a manner that is professional, courteous, and conducive to a professional atmosphere in the performance of University duties. They are expected to comply with all work rules and expectations developed in their appointing programs, department, or units, as well as with all applicable University rules and policies.

◆ To maintain eligibility, assistants must enroll in and remain enrolled in 8 to 12 credit hours of eligible course work during each standard semester. No incomplete grades can be earned in any enrolled hours, and a minimum cumulative grade point average of 3.0 must be maintained. Assistants must complete their master's degree programs in a timely manner, with the standard assistantship position typically lasting no more than four standard (i.e., fall and spring) semesters.

◆ The Graduate Assistantship Program is designed to help students complete their graduate degrees in a timely manner. Because of the academic focus of the program, combined with the financial support provided by the assistantship, assistants may not hold regular employment with UIS while holding an appointment as an assistant. Any off-campus employment cannot exceed 20 hours per week and must not interfere with the assistant's ability to fulfill his/her academic obligations.

◆ If academic and assistantship performance is satisfactory, an assistant may be reappointed for a second year; however, reappointment is not automatic. Assistants seeking reappointment file an Assistant's Request for Reappointment form during the spring semester of the first year of appointment.



CONTACT us for more information

For information related to the GA Program, you can visit the web site, send an email or call the office.

Application materials should be e-mailed or mailed to the addresses below. *Please note:* If you email, type "GA Application Document" in the subject line.

Graduate Assistantship Program

University of Illinois Springfield
One University Plaza, MS PAC 518
Springfield, IL 62703-5407

Telephone (217) 206-6544

Fax (217) 206-7623

Email gaprogram@uis.edu

www.uis.edu/graduateassistantships

UIS Office of Admissions

Telephone (217) 206-4847

Toll free (888) 977-4847

Fax (217) 206-6620

Email admissions@uis.edu

www.uis.edu/admissions

GRADUATE ASSISTANTSHIP PROGRAM



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uis.edu/graduateassistantships

The UIS Graduate Assistantship Program

The University of Illinois at Springfield awards more than ninety graduate assistantships to qualified students each year. The program is highly competitive and is designed (1) to recruit outstanding and promising students to graduate study, with special attention to access and equal opportunity policies, (2) to provide graduate-level learning experiences through a supervised assignment, (3) to provide support that enables students to complete their graduate degree on time, and (4) to provide UIS with limited support services in selected programs and areas.

Each assistantship at UIS is categorized into one of four types:

Graduate Assistantships (GAs) whose primary duties involve the support of administrative functions such as clerical support, technical/support services, advising, and/or outreach duties.

Graduate Teaching Assistantships (TAs) whose primary duties involve such tasks as conducting or supporting instruction (e.g., teaching classes, leading lab or discussion groups, developing academic instructional materials, grading student assignments, proctoring exams, tutoring students).

Graduate Research Assistantships (RAs) whose primary duties are to apply and master research concepts, practices, or methods of scholarship. This includes such tasks as conducting experiments, organizing or analyzing data, presenting findings in a publication or dissertation, and/or collaborating with faculty in preparing publications.

Pre-professional Graduate Assistantships (PGAs) who are appointed to positions with duties directly connected to the assistant's field of study so that (s)he may gain experience, practice, or guidance directly related to career preparation. Placements include the UIS Counseling Center for students pursuing counseling degrees, or the UIS Career Development Center for students pursuing degrees in human service fields.

Am I eligible to apply?

The UIS Graduate Assistantship (GA) program provides financial resources, on a competitive basis, to outstanding graduate students to aid them in completing their graduate degree programs. Those who wish to apply must meet the following criteria:

- Be fully or conditionally* admitted to graduate study and enrolled in a UIS master's or doctoral program and, for appointment, be in good academic standing at UIS, maintaining a cumulative graduate level grade point average of no less than 3.00 with no incomplete grades assigned (except for thesis or master's project courses).
- If applying as a first-year graduate student who has earned no graduate-level credit, but who has been admitted to a graduate

degree program, your cumulative undergraduate grade point average will be used to determine your eligibility. It must be at least 2.50.

- Satisfy the selection criteria established by the graduate program or campus unit where the assistantship is placed.
- Possess an earned baccalaureate degree (or its equivalent) by the beginning date of your assistantship assignment. *If applying to the GA program as a conditionally admitted graduate student pending submission of the final undergraduate transcript documenting the official posting of a baccalaureate degree, required documentation must be submitted to the UIS Office of Admissions prior to any assistantship appointment. In the case of international students, the final attested and sealed degree certification must be on file with the UIS Office of Admissions before the appointment can be finalized.
- If applying as an international student, a current F-1 visa must be on file with UIS before you may begin working in your assistantship program. (F-1 visas are not required for Canadian citizens.)

Preference will be given to students who have (a) not already earned a graduate degree, (b) not been previously awarded a UIS assistantship, or (c) held a UIS assistantship for less than four semesters.

Assistantships involve responsibilities which require assistants to be present on campus. GA Applicants who have applied to and been accepted by an online graduate degree program at UIS must either notify the Graduate Assistantship Office and the Office of Admissions in writing of their availability to fulfill on-campus responsibilities if awarded an assistantship, or must submit a change of program notice to the UIS Office of Admissions requesting to switch to the on-campus version of the selected graduate degree program.

How do I apply?

Applicants to the GA program are encouraged to apply via the web using the "APPLICATION" link of the GA web site, www.uis.edu/graduateassistantships. Paper applications are also available and are included in the UIS Graduate Admission Application (refer to Section II of the application).

Your assistantship application file is considered complete when:

- You have been admitted, either conditionally or fully, to a UIS graduate degree program.
- You have submitted a completed Graduate Assistantship / Graduate Public Service Internship Application form (either via the web or in paper format).
- You have submitted a current resume.
- You have submitted a personal goal statement in the **required** format (please refer to the "APPLICATION" link on the GA web site for a copy of this format).

- You have submitted three current letters of reference (dated no older than eighteen months prior to your application). At least two of these references must be from professors or academic advisors familiar with your academic performance.
- Official undergraduate transcripts and, if applicable, official graduate transcripts from all colleges or universities you have attended, along with required admission documentation have been provided. (*Please note* that these documents must be submitted to the UIS Office of Admissions, and copies will be requested by the GA Program Office.)

The annual application deadline date is **March 15th**.

What benefits are awarded if I am selected?

Selected assistants are eligible to receive tuition and service fee waivers for qualifying course work during the assigned contractual period which typically includes the fall and/or spring semesters. Service fees include the activity fee, intercollegiate athletic fee and Career Center fee. General fees and course fees are not waived. (Please note that the assistantship tuition/service fee waiver does not apply to undergraduate course work unless the courses are formally designated as prerequisites on the Notice of Graduate Admission Decision form, or formally specified as a degree requirement by your graduate degree program.)

If an assistant served during a semester preceding a summer session, (s)he is eligible for a tuition/service fee waiver for a maximum of 6 credit hours during that summer session. Assistants are eligible to receive a maximum of 30 credit hours of tuition waived during an academic year (fall, spring, summer). If any course is taken beyond the 30 credit hours, the assistant will be charged the in-state tuition rate.

Monthly stipends are also paid to assistants during the contractual period. The amount of the stipend depends upon the year of service in which the assistant is working. For current stipend rates, please refer to the "Benefits" link of the GA web site, www.uis.edu/graduateassistantships.

What are the requirements of the program?

- ◆ All newly appointed and re-appointed assistants will receive a letter of appointment which specifies the appointment title, stipend amount, effective dates of service, name of the supervising official for the assignment, and the full time equivalence of the appointment. A formal appointment agreement will be initiated once all hiring procedures have been completed. The agreement will specify the first date on which assistantship work may begin.
- ◆ Appointments are typically half-time (20 hours per week) for one academic year (9 months). Assistants submit paperwork as required for work time reporting and participate in the development of an assistantship work plan, as well as with the completion of performance evaluations. The work plan addresses job duties and