

WHAT'S *your* WORLD?

Graduate Assistant 2011/2012 **HANDBOOK** SCHOOL OF GRADUATE STUDIES



ST. CLOUD STATE UNIVERSITY

Foreword

Welcome to the School of Graduate Studies! We are pleased that you have chosen St. Cloud State University to pursue your graduate education, and we are delighted that you have been selected to serve as a graduate assistant. As a graduate assistant, you will be employed in academically relevant environments that may include teaching, research, or program support throughout the University. The assistantship experience will enhance and complement your graduate studies at St. Cloud State University.

This handbook has been designed to provide you with important and useful information about your assistantship. It will serve as a quick reference guide to the policies and procedures related to University assistantships and tuition benefits. The handbook also provides basic information on University resources that may help you to be more effective in your assistantship. Information that pertains to your role as a graduate student will be found in the Graduate Bulletin, which is available at the School of Graduate Studies or on the Web at www.stcloudstate.edu/graduatestudies.

St. Cloud State University is dedicated to the high standards of scholarship that characterize graduate education, and we are proud to offer tuition assistance to our graduate assistants. It is the purpose of this handbook to provide information that pertains to the academic and administrative processes of providing this financial support.

Best wishes to you as you pursue your graduate studies at St. Cloud State University.

Disclaimer

This edition of the Graduate Assistant 2011/2012 Handbook supersedes all previous editions of the St. Cloud State University Graduate Assistant Handbook. Every effort was made to ensure that the information in the Graduate Assistant Handbook was accurate at the time of publication.

ST. CLOUD STATE UNIVERSITY

St. Cloud State University values diversity of all kinds, including but not limited to race, religion and ethnicity (full statement at bulletin.stcloudstate.edu/ugb/generalinfo/nondiscrimination.html). TTY: 1-800-627-3529 St. Cloud State University is an affirmative action/equal opportunity educator and employer. This material can be made available in an alternative format. Contact the department/agency listed above.

Table of Contents

The Graduate Assistant	2
What is a Graduate Assistantship?	2
Types of Appointments	2
Research Assistants	2
Teaching Assistants	2
Program Support Assistants	2
The Graduate Assistant as a Graduate Student	2
Graduate Assistant Supervision	2
Application and Selection Process	2
Who Is Eligible to Apply	2
How to Find Open Positions	3
How to Apply	3
Appointment Policies and Obligations	3
Offers and Acceptances	3
Appointment Length	3
Other Simultaneous Campus Employment	3
Off-Campus Employment	3
Continuance of Employment as a Graduate Assistant	3
Academic Non-Renewal	4
Termination of Graduate Assistantship	4
Resignation/Termination Before End of Appointment	4
Stipends and Tuition Remission	4
Stipends	4
Financial Implications for International Students	4
Summer Stipend	4
Tax Status of Stipends	5
Payroll Procedures	5
Payroll Schedule	5
Employment Dates	5
Tuition remission	6
Receiving the Tuition remission	6
Graduate Assistantship Benefits	7
Holidays/Vacation/Sick Leave	7
Health Insurance	7
Worker’s Compensation	7
Complaint Resolution	7
Rights and Responsibilities	7
Statement of Nondiscrimination	7
Cultural Diversity	7
Americans with Disabilities Act (ADA)	8
Campus Safety	8
Student Conduct	8
Representing the University	8
Student Records and Directory Information	8-9
Drug and Alcohol Policy	9
Consensual Relations Policy	9
Sexual Violence Policy	9
Harassment and Discriminatory Conduct	9

University Parking Policies	9
Day/Evening Parking	9-10
Pay-lot Parking	10
Daily Enforcement	10
Metro Transit System	10
Commuter Services	10
University Student Resources	10
Administrative and Student Services	10
Academic Services	12
University Organizational Structure	14
Frequently Asked Questions	16-17
Appendices	
Graduate Assistant Evaluation	18
Graduate Assistant Annual Appointment	19
Single Semester Appointment	20
Notes:	21-23



The Graduate Assistant

What is a Graduate Assistantship?

The term “graduate assistant” applies to graduate students under contract supported by University funds. Graduate assistantships generally serve as on-campus employment to provide our graduate students with academically relevant experiences while aiding both the student and the University faculty and staff. Graduate assistants may be appointed as teaching assistants, research assistants, or program support assistants. These appointments vary in length, lasting from one semester to an entire academic year. Depending on the appointment, a graduate assistantship will require 10, 15, or 20 hours per week of employment. Graduate students employed in a graduate assistantship may not work on campus more than 20 hours per week. In addition to expanding the academic experience, students receive a stipend for their work, as well as a partial tuition remission of up to eight graduate-level credits. The remaining tuition balance is charged at the resident rate. Student fees are NOT included in the tuition remission or stipend and must be paid by the student.

Types of Appointments

St. Cloud State University offers three basic types of assistantships:

- Research assistants
- Teaching assistants
- Program support assistants

Research Assistants

Research assistants are assigned to participate in research or research-related tasks directed and supervised by faculty members. These experiences should be educational and provide insight into the way research is conducted.

Teaching Assistants

Teaching assistants participate in undergraduate instruction either by teaching or by providing support services. Under the guidance and supervision of departmental faculty members, teaching assistants may serve as instructors of record, laboratory assistants, or test and paper evaluators. It is expected that this experience will provide teaching experience relevant to a professional career.

Program Support Assistants

Program support assistants are assigned to participate in the administration of the appointing unit. Both academic and non-academic units employ administrative assistants. Program support assistants should have the opportunity to learn both office functions and educational management procedures. Duties may be specific to an individual graduate program or service unit and could include working under the supervision of the department’s office manager, the department faculty, or with facilities specific to the department.

The Graduate Assistant as a Graduate Student

Graduate assistants must juggle a number of roles. Time management and planning are essential; setting goals and prioritizing are crucial. Above all, graduate assistants must plan and manage their time so that they are able to perform their duties as graduate assistants while remaining focused on their primary duty as graduate students.

Graduate Assistant Supervision

Graduate assistants are supervised by the unit in which they are employed. For teaching and research assistants, the supervisor is usually a faculty member. Program support assistants are often supervised by staff members. Supervision includes instruction and guidance on job responsibilities and regular performance evaluation.

Application and Selection Process

Who is Eligible to Apply?

Both U.S. citizens and international students who hold a bachelor’s degree are eligible to apply for graduate assistantships. A student must:

- Be fully admitted to a graduate program in the School of Graduate Studies.
- Conditionally admitted students may hold an assistantship one semester at a time.
- Language admission students may hold an assistantship upon completion of their Intensive English Center, Level 5 program.
- Fifth-year and certificate students are not eligible for graduate assistantships.
- Be a registered graduate student each term of the appointment.
- A 20-hour/week assistantship requires full-time status. Full-time status for a graduate student is eight or more semester credits (500 or 600 level) or six or more semester credits (700 or 800 level).
- A 15- or 10-hour/week assistantship requires the student to be enrolled in six or more semester credits (all graduate levels).
- Bureau of Citizenship and Immigration Services (BCIS) regulations require that international students take a full-time load of eight credits per semester regardless of appointment hours.
- Achieve and maintain a cumulative GPA of 3.0 or higher in all graduate work in order to apply for and hold a graduate assistantship.

Graduate assistantships can only be offered to students who are fully admitted. Departments will select the best qualified candidate for their position. Graduate assistantship appointments are subject to the approval of the department, the college dean, and the School of Graduate Studies.

How to Find Open Positions

Prospective graduate assistants can search for open positions three ways: through their academic department, on the posting board in the School of Graduate Studies office (AS 121), or at:

www.stcloudstate.edu/graduatestudies/ga/students/postings.asp

Qualified applicants should submit a cover letter, resume, copy of the GA application, and any additional materials required by the position posting. Please note: All graduate assistant positions are not posted online. A student interested in working in his/her academic department should contact the department's graduate program coordinator. A list of departments on campus which have traditionally received funding for graduate assistantship positions can be found in the appendix. Students are encouraged to inquire as early as possible about current or upcoming availability for open positions.

How to Apply

Seeking a graduate assistantship is comparable to a job search. The positions are competitive and should be viewed as such. Graduate assistantships are not guaranteed. A graduate assistantship application must be completed. This application can be obtained from the School of Graduate Studies office in AS 121, or at:

<http://www.stcloudstate.edu/graduatestudies>

Upon completion of the application, the student should distribute the application to the desired departments. It is strongly recommended that the student provide a resume and cover letter with the completed assistantship application. If the student wishes to apply to more than one department/unit, the student may make copies of the application for distribution. It is the student's responsibility to distribute copies of the assistantship application and resume to the departments/units in which they would like to work. Departments and administrative offices will invite candidates to interview for the graduate assistantship in person, by phone, or via E-mail. Graduate assistantships are based on the qualifications of the applicant and the availability of funding.

The following qualifications may be considered during the interview process:

- Pertinent experience
- Work experience
- Letters of recommendation
- Educational preparation
- Undergraduate GPA
- Test scores
- Interpersonal skills
- Language skills

Appointment Policies and Obligations

Offers and Acceptances

April 15 is the traditional deadline for the extension and the acceptance of offers of graduate assistantships. St. Cloud State University observes the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants which states in brief:

1. If a student accepts an offer of assistantship before April 15, but subsequently wishes to withdraw, the student may submit a written resignation any time through April 15.
2. If a student has an acceptance in effect after April 15, the student is

obligated to obtain a written release before accepting another offer.

3. An offer extended after April 15 is contingent upon submission by the student of written evidence of release from any previously accepted offer. The responsibility for compliance with this resolution rests with both the academic departments granting the awards and with the students accepting them.

A copy of this resolution, as part of the graduate assistantship application and handbook, serves as notification of the resolution. A complete copy of the resolution may be obtained from the School of Graduate Studies (AS 121) or found at:

<http://www.cgsnet.org/portals/0/pdf/CGSResolutionAug2006.pdf>.

Appointment Length

- At any time during the appointment, a graduate assistant may be required to attend mandatory training sessions as a condition of continued employment.
- A graduate assistant can be employed for a maximum of 20 hours per week.
- Graduate assistants employed 20 hours per week may not hold any other employment positions with St. Cloud State University while employed as a graduate assistant.
- Graduate assistants cannot be concurrently employed as adjunct faculty.
- Graduate assistantship appointments are not to exceed one year; however, they may be renewed for a second year.
- Appointments may not exceed two calendar years in length without special permission from the School of Graduate Studies.
- Termination of an assistantship may occur prior to the date indicated on the employment letter. In this case, the effective termination date will be when the School of Graduate Studies receives written verification from the department.
- All compensation earned prior to this date will be charged to the department/unit responsible for the direct supervision of the graduate student.
- It is the obligation of the graduate assistant and the employing unit to adhere to fair labor practices.

Other Simultaneous Campus Employment

University policy states graduate assistants may not accept other on-campus employment beyond 20 hours per week. A graduate assistant employed for 10 or 15 hours per week may concurrently hold a residential adviser position. International students are not permitted to accept off-campus employment according to regulations set forth by the Bureau of Citizenship and Immigration Services (BCIS).

Off-Campus Employment

If a graduate student is already employed as a 20-hour per week graduate assistant, it is not recommended that the student obtain off-campus employment. Given the course load (eight graduate credits) required to maintain a 20-hour per week graduate assistantship, employment in excess of the graduate assistantship may prove to be an academic hardship for the student.

Continuance of Appointment as a Graduate Assistant

Continuation of appointment beyond the academic year is not automatic. Appointment continuance is based on the availability of funds, department determination of satisfactory work performance, determination of satisfactory academic progress, and department needs. Continuance of appointment will be determined by the supervisor and employee.



Academic Non-Renewal

Graduate assistants who fail to meet the academic eligibility requirements stated on page two may be denied renewal of their appointment. In this case, the supervisor and the graduate dean will jointly make a renewal decision. Possible decisions are probationary appointment status for one semester or complete revocation of the appointment.

Termination of Graduate Assistantship

The employing department may elect to terminate the graduate assistant at any time during the appointment. Reasons for termination may include but are not limited to: non-performance of duties, non-attendance, lack of fulfillment of the assistantship requirements, and interpersonal reasons. If the graduate assistant feels she/he is terminated wrongly, the student may bring their concerns to the graduate dean for review.

Resignation/Termination Before the End of Appointment

Graduate assistantship appointments are contingent upon, and subject to, satisfactory performance of assigned duties as determined by the appointing unit. Appointments may be terminated for cause before their expiration under certain conditions.

Termination before end of appointment:

- The graduate assistant fails to maintain good academic standing (3.00 minimum GPA); or
- University funds cease to be available for the appointment; or
- The graduate assistant fails to perform services satisfactorily or violates laws or University regulations which, in the judgment of the University, affect duties or services performed by the appointee; or
- The graduate assistant violates provisions of the appointment.

Before termination for unsatisfactory work performance, graduate assistants must receive from their immediate supervisor(s) written notice of specific deficiencies in performance, as well as detailed suggestions for improvement. If unacceptable employment performance continues and a decision is made to proceed with possible termination, the supervisor of the assistant must meet with the graduate assistant. After these proceedings, the appointing unit will notify the School of Graduate Studies of the outcome.

Resignation:

- A graduate assistant may resign.
- Written notification must be submitted from the graduate assistant to the department two weeks prior to resigning.
- Written notification must then be submitted by the appointing unit to the School of Graduate Studies indicating the last working day through which the graduate assistant is entitled financial compensation.

Stipends and Tuition Remission

Stipends

Graduate assistantship stipends (salary) for the 2011-2012 academic year range up to \$10,000 depending on the hours of assignment and the length of the appointment. GA positions and salary compensation are based on the availability of state and university funding. Graduate assistants are compensated according to pay rates established by St. Cloud State University.

GRADUATE ASSISTANTSHIP STIPENDS		
Stipend	Required Workload	Required Credits
\$10,000/year or \$5,000/semester	20 hrs/wk	8 (500/600)
\$7,500/year or \$3,750/semester	15 hrs/wk	6
\$5,000/year or \$2,500/semester	10 hrs/wk	6

The average paycheck for a graduate assistant working 20 hours/week is before taxes \$600 gross; 15 hours/week is \$450 gross; 10 hours/week is \$300 gross. BCIS regulations require that international students take a full-time credit load of at least eight credits per semester regardless of appointment hours.

Financial Implications for International Students

International students--Upon receipt of a departmental letter of appointment, international students may list the stipend as income on their financial certification forms.

Summer Stipend

Summer assistantships are based on an hourly rate of pay, approximately \$16 per hour. Graduate assistants are not permitted to work more than 20 hours per week during the summer term.

- The tuition benefit is not available, yet a graduate assistant must be enrolled in six credits over the course of the summer. Exceptions may be granted by filing a petition with the graduate dean.
- Required credits may be taken in one term or spread over all summer terms.
- Summer assistantships are granted only if the department/unit has a need for an assistantship and has the funding for an assistantship.

Teaching assistants who are Instructors of Record in the summer will receive:

- \$600 for a 1-credit course taught in five weeks.
- \$1,200 for a 2-credit course taught in five weeks.
- \$1,800 for a 3-credit course taught in five weeks.
- \$2,200 for a 4-credit course taught in five weeks.
- \$3,000 for a 3- or 4-credit course taught in ten weeks.

DOCTORAL STUDENTS

Doctoral student are eligible to apply for all graduate assistantships. If hired for any position full or half time, they must maintain full-time doctoral enrollment defined as 6 credits of enrollment at the 700/800 level.

GRADUATE ASSISTANTSHIPS

Stipend	Required Workload	Credits Required
\$10,000/year or \$5,000/semester	20 hrs/wk	6 (700/800)
\$7,500/year or \$3,750/semester	15 hrs/wk	6
\$5,000/year or \$2,500/semester	10 hrs/wk	6

Doctoral Assistantships St Cloud State University offers a small number of competitive doctoral assistantships each year. The following information is specific to these positions. Doctoral assistants must be enrolled as full-time students which is 6 credits at the (700-800 level) and must work a minimum of 20 hours. In order to keep the assistantship you must maintain a 3.5 GPA. Tuition remission covers only 700-800 level classes.

DOCTORAL GRADUATE ASSISTANTSHIPS

Stipend	Required Workload	Credits Required
\$15,000/year or \$7,500/semester	20 hrs/wk	6

Tax Status of Stipends

The Internal Revenue Service (IRS) usually treats stipends paid to graduate assistants as taxable income. Therefore, the University is obligated to withhold federal and Minnesota state income taxes. The Business Services Office requires all employees to fill out a W-4 and an IT-4, tax forms outlined in the next section. Business Services can offer general suggestions on the number of tax exemptions you may wish to submit. W-2 forms are mailed in January for the purpose of preparing your end-of-year federal and state income tax forms. The W-2 will be mailed to the permanent address on record for all domestic students. International students will receive a W-2 at their local address. It is the student's responsibility to ensure all address information on record is correct.

Payroll Procedures

Paychecks are available in paper check form or via direct deposit into the graduate assistant's bank account. Forms for direct deposit can be obtained in the Business Services Office, located in Administrative Services 122. Graduate assistant paychecks will be sent to the department where the student is employed unless the student has selected the direct deposit option. An Employee's Withholding Allowance Certificate (W-4) and an Employee's Withholding Exemption Certificate (IT-4), found on the reverse side of the W-4, must be filed in the Payroll Office, Administrative Services 124, to allow proper tax deductions from payroll checks. Graduate assistants must immediately report changes of address to the Payroll Office.

The Immigration and Control Act of 1986 requires all employers to verify each new employee's identity and employment eligibility. The employing department must complete an I-9 form for each new graduate assistant within three working days of the effective date of the appointment. Instructions for completion are on the reverse side of the form and documentation must be verified with the graduate assistant in person. Proof of eligibility can be shown through the following documents:

- U.S. Citizens and Residents: passport or driver's license and Social Security card
- Resident Aliens: driver's license, Social Security card, and resident alien card
- International: passport, visa, I-94, and I-20

Payroll Schedule

Graduate assistants will generally receive a paycheck every other week. The amount on the graduate student's first and last pay check will vary dependent on the number of days employed.

Due to Minnesota state employee payroll procedure, a graduate assistant's first paycheck may not be available for approximately four weeks. Please budget accordingly. The stipend (salary) of the graduate assistantship will be divided according to the number of pay periods that occur during the dates of the appointment. If the student's appointment is for the entire academic year (September through May), the student will continue to receive checks during the academic breaks such as winter break or spring break. **Questions concerning payroll should be directed to the Payroll Office at 320.308.6461.**

GRADUATE ASSISTANT PAYROLL SCHEDULE 2011-2012

Pay period end date	Checks distributed	Pay period end date	Checks distributed
08.02.2011	08.12.2011	01.03.2012	01.13.2012
08.16.2011	08.26.2011	01.17.2012	01.27.2012
08.30.2011	09.11.2011	01.31.2012	02.10.2012
09.13.2011	09.23.2011	02.14.2012	02.24.2012
09.27.2011	10.07.2011	02.28.2012	03.09.2012
10.11.2011	10.23.2011	03.13.2012	03.23.2012
10.25.2011	11.06.2011	03.27.2012	04.06.2012
11.08.2011	11.18.2011	04.10.2012	04.20.2012
11.22.2011	12.02.2011	04.24.2012	05.04.2012
12.06.2011	12.16.2011	05.08.2012	05.18.2012
12.20.2011	12.30.2011	05.22.2012	06.01.2012

Employment Dates

Graduate assistant employment dates generally reflect the employment dates of University faculty. The dates for fall and spring semesters are as follows:

Fall 2011	August 16, 2010 – December 16, 2010
Spring 2012	January 3, 2011 – May 4, 2011

These dates represent a guideline for graduate assistants and employers. Departments and supervisors may identify different start and end dates based on position responsibilities.

Number of Hours Required

A full-time graduate assistant will work approximately 330 hours during each semester of employment. This guideline is based on 20 hours/week for 17 weeks minus breaks and holidays.

Fall 2011	Spring 2012
8/16/11 -12/16/11 ≈ 330 hours	1/3/12 – 5/4/12 ≈ 330 hours

Graduate Assistantship Tuition Remission

In addition to the salary/stipend, full-time graduate assistantships include eight 500-600 level credits or six 700-800 level credits free of charge in the fall semester, with an additional eight or six graduate credits in the spring semester. Part-time graduate assistantships (10 or 15 hours/week) include six 500-600 level credits or six 700-800 level credits free of charge in the fall semester, with an additional six graduate credits in the spring semester. *Undergraduate preparation courses are not eligible for the graduate assistantship tuition benefit.

Tuition remission is available to graduate assistants during the academic year. Tuition remission is considered to be earnings and is therefore subject to FICA plus State and Federal tax withholding.

All student fees and any remaining tuition beyond the 8 or 6 credit (500-600) or 6 credit (700-800) tuition remission must be paid by the student. The schedule outlines the amount of tuition waiver available.

TUITION REMISSION: FULL-TIME GRADUATE ASSISTANTSHIPS

Number of graduate credits enrolled in per semester	Number of graduate credits paid for by graduate assistantship
6	6 (500-800)
7	7 (500-600)/ 6(700-800)
8 or more	8 (500-600)/ 6(700-800)

TUITION REMISSION: PART-TIME GRADUATE ASSISTANTSHIPS

Number of graduate credits enrolled in per semester	Number of graduate credits paid for by graduate assistantship
6	6 (500-800) / 6(700-800)
7	6 (500-800)
8 or more	6 (500-800)

- Graduate students must be at least a half-time graduate assistant, i.e., working 10 hours/week, to qualify for a tuition remission.
- Tuition assistance is applicable only to graduate level courses (500-800).
- Credits that are prerequisites of the graduate program will count toward the credit minimums but are not eligible for tuition assistance.
- Undergraduate credits that are preparatory in nature, such as ESL, are not counted toward the credit minimums nor are they eligible for tuition assistance.
- Undergraduate prerequisite courses required by a program can be counted toward credit minimums but are not eligible for tuition assistance. Please discuss with your advisor.
- Tuition remission is not awarded for graduate courses that are enrolled in after the tenth class day of each semester.
- Any student beginning an appointment after the eighth week of the semester (mid-point of the semester as stated in the official University registration calendar) will not be eligible to receive tuition assistance for that semester.
- Tuition assistance is not available during the summer sessions.

In-State Tuition

All graduate assistants, international and U.S. citizens and residents, qualify for in-state tuition rates. Graduate assistants will find the in-state tuition rate credited on their statement as a MN RATE tuition scholarship.

Receiving the Tuition Remission

Tuition remission is placed on a student's tuition statement in the form of a payment when the hiring department has provided the appointment letter, position description and employment request to the School of Graduate Studies AND the graduate assistant is enrolled for the appropriate number of credits required for the assistantship. Since tuition remission is applied following the fifth class day of the semester, the student must be registered for the appropriate number of credits prior to the fifth class day to ensure tuition remission in the appropriate amount. Further, the hiring department/unit must provide the appointment letter, position description, and employment request to the School of Graduate Studies prior to the fifth class day of the semester. The department must also ensure that all payroll procedures have been completed prior to the fifth day.

Fifth Day of Classes

Fall 2011: August 26, 2011

Spring 2012: January 13, 2012

Tenth Day of Classes

Fall 2011: September 2, 2011

Spring 2012: January 23, 2012

- Students are responsible for being fully enrolled/registered for the appropriate number of credits prior to the fifth day of the semester.
- Departments/ hiring units are responsible for providing all appropriate hiring documents to the School of Graduate Studies prior to the fifth day of the semester.
- **Tuition remission for full-term assistantships has a final deadline of the tenth day of the semester. Registration must be completed and all employment paperwork must be submitted. Failure to meet the deadline will result in a loss of tuition remission.**
- Exceptions in extenuating circumstances may be considered through a petition to the graduate dean.
- Hiring units granting a partial-term assistantship beginning prior to the eighth week of the semester must ensure the student is registered for the appropriate number of credits required to hold an assistantship at the time the employment request is submitted.
- If there is a delay within the School of Graduate Studies with the appointment, employment request, or payroll forms, tuition remission will be credited to the student's bill as soon as the problem has been resolved. In some cases, this may mean that the student will need to pay the tuition in full and receive a refund for the amount of the tuition remission upon resolution.

Visit this Web site for more information about billing and important dates. <http://www.stcloudstate.edu/billing>

IMPORTANT DATES 2011-2012

Academic Term	FALL 2011	SPRING 2012
Tuition and fees due	August 8, 2011	December 23, 2011
Drop for non-payment	August 8, 2011	December 23, 2011
Financial Aid applied to student account (day tuition remission will appear on student's account)	August 30, 2011	January 17, 2012
Late fee applied	September 13, 2011	February 1, 2012

Graduate Assistantship Benefits

Vacation/Sick Leave/Holidays

Vacation

Graduate assistants do not accrue vacation hours.

Sick Leave

Graduate assistants do not accrue sick time. Graduate assistants who are ill and must miss work should notify their supervisor. Hiring units may request that students make up these hours.

Holidays and Breaks

All graduate assistants may observe the University Holiday/Break schedule when classes are not in session. Graduate assistants working 20 hours per week will have their hourly work expectations decreased 4 hours for each University observed holiday (i.e., all full time GAs will be expected to work a 16 hour week, with 4 hours of holiday time for Labor day).

Work time is at the discretion of the hiring office (i.e., if you have work responsibilities on the holiday, the office should provide 4 hours of holiday time on another day during that week). For graduate assistants working less than 20 hours per week, holiday time is prorated based on the number of employment hours (i.e., a graduate assistant working 10 hours per week will receive 2 hours of holiday time per each day of the holiday or break when classes are not in session).

Graduate assistants are expected to maintain their normal work schedule on class days when administrative offices are closed.

For those graduate assistants who observe religious holidays not observed on the University holiday schedule, those holidays may also be included by arrangement between the graduate assistant and supervisor.

For those graduate assistants on a full academic year appointment (September through May), a regular paycheck will continue during academic breaks such as winter break or spring break. If a graduate assistant requires time off for such things as personal time, finals week, or time to work on course work, arrangements need prior approval from the appointing department/unit to grant time off and schedule time when the graduate assistant will make up the hours missed.

FALL 2011 HOLIDAYS AND BREAKS	SPRING 2012 HOLIDAYS AND BREAKS
Labor Day, September 5	MLK Day, January 16
Fall Break, October 13-14	Spring Break, March 5-9
Veterans Day, November 11	
Thanksgiving, November 24-25	

Health Insurance

Graduate assistants are not covered by the University employee health insurance. They may use the Student Health Services available to all students. Domestic graduate assistants may elect to purchase health insurance through Student Health Services. International students are required to purchase health insurance if they do not already have such coverage. Please see <http://www.stcloudstate.edu/healthservices> or call St. Cloud State University's Health Services office at 320.308.3191 for current rates.

Worker's Compensation

Worker's compensation is available for any graduate assistant on University payroll who sustains an injury while performing the duties of his/her position. Should an injury occur, the graduate assistant should immediately report the incident to the supervisor of the hiring department and contact the Human Resources Office to prepare a First Report of Injury form. Questions should be directed to Human Resources, 204 Administrative Services, 320.308.3203.

Complaint Resolution

In the event a graduate assistant has an employment related complaint, the graduate assistant should address the issue with the immediate supervisor as soon as possible. If a solution is not reached, the graduate assistant may meet with the director of graduate student services or the dean of graduate studies to discuss the concern.

Rights and Responsibilities

Statement of Nondiscrimination

St. Cloud State University (SCSU) is committed to providing equal education and employment opportunities to all students and employees regardless of race, color, creed, religion, national origin, sex (including pregnancy), marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age or genetic information.

To carry out this commitment, SCSU not only prohibits discrimination in policy and process, but takes affirmative steps to prevent sexual and discriminatory harassment in the workplace and classroom. SCSU students or employees with concerns or uncertainty about possible harassment or discrimination are encouraged to contact Ellyn L. Bartges, who is the university Designated Officer, Title IX Coordinator/Officer and the Equity and Affirmative Action Officer (phone 308-5123 or via e-mail at elbartges@stcloudstate.edu). You may also find SCSU policies and procedures pertaining to discrimination, harassment and sexual violence, as well as information on resources available to you at: www.stcloudstate.edu/affirmativeaction/policies.

Cultural Diversity

SCSU students are members of a university community that is committed to creating a positive, supportive environment which welcomes a diversity of opinions and ideas for students, faculty, and staff of all cultures. SCSU is dedicated to providing equal education and employment opportunities to all persons, regardless of race, gender, age, status, or physical condition. We will not tolerate racism or harassment or any derogatory remarks about a student's race, class, age, gender, sexual orientation, or physical limitations. The best and most effective learning for tomorrow's leaders takes place in a multicultural setting.

Americans With Disabilities Act (ADA)

In compliance with federal and state laws and regulations, including the ADA, if you need a reasonable accommodation for a disability (e.g. an interpreter or an alternative non-print means of receiving information about the University), such an accommodation can be available upon advance request. In order to receive a reasonable accommodation, you must provide current disability accommodation documentation. Please contact Student Disability Services, 320.308.4080, www.stcloudstate.edu/sds/services.asp

Campus Safety

Public Safety Officers and full-time staff support personal and property safety through crime prevention (e.g. provide on-campus escorts, support campus bus services, monitor and respond to all campus "blue-light" and elevator emergency call stations, present security and safety awareness programs, provide 24-hour elevator emergency call stations, present security and safety awareness programs, provide 24-hour vehicle "jump-start" assistance), and enforce the University Code of Conduct and parking regulations. The University annually publishes a Campus Security Report with policy statements for a range of security programs. This report is available in print or electronically from University Public Safety at 320.308.3333, e-mail pubsafe@stcloudstate.edu or on the Web at: www.stcloudstate.edu/publicsafety

Student Conduct

University regulations, which express expectations of behavior and provide for the protection of the rights of individuals, are published yearly on-line in the St. Cloud State University Student Code of Conduct located at www.stcloudstate.edu/studenthandbook/code. Students who violate University or system regulations shall, after due process, be subject to University sanctions. Contact the Assistant Dean of Students, 320.308.3111, Atwood Center, room 219, if you need additional information or assistance with a complaint.

Representing the University

All employees, including graduate assistants, are representatives of the University. To this end, it is expected that graduate assistants will conduct themselves in a manner that is appropriate to the workplace. Any graduate assistant who conducts themselves inappropriately in the workplace will be subject to review including formal reprimand by their supervisor, the graduate dean, or termination of the graduate assistantship appointment.

Student Records and Directory Information

Pursuant to the Family Educational Rights and Privacy Act of 1974, students at SCSU are entitled to review records, files, documents, and other materials containing information directly related to them which are maintained by the University. In accordance with regulations issued by the Secretary of Health, Education and Welfare, students may request a hearing to challenge the content of education records to ensure that the records are not inaccurate, misleading or otherwise in violation of their rights. A student may insert in his or her records a written explanation respecting the contents of such records if suggested corrections or deletions are not made by the University.

Access and review is subject to the following conditions:

1. The University has 45 days to comply with a student's written request to review her/his records.

2. All information declared confidential by the Act or excluded from the definition of "education records" in the Act is not available for inspection.
3. After reviewing records, a student may request the unit maintaining the record to remove or modify information the student believes is misleading, inaccurate or inappropriate. If the request is refused, the student may insert in the records a written explanation respecting the contents objected to or the student may file an appeal with the office in charge of the records. This appeal will be heard by a person or committee appointed by the director of the office involved.

The Act further states that certain information can be construed to be directory information which is available to the public. These are the items the University declares to be directory information available to the public:

- name
- address (restricted to local or permanent postal address)
- telephone listing
- date and place of birth
- major field of study
- e-mail address
- class status (freshman, sophomore, etc.)
- participation in officially recognized activities and sports
- weight and heights of members of athletic teams
- dates of attendance
- degrees and graduation honors received
- and the most recent previous educational agency or institution attended

Confidential information will not be released regardless of the student's financial support. A student has the right to inform the University that any or all of the above information should not be released without her/his prior consent. Students who wish to restrict the release of this information must complete a written request to that effect with the Office of Records and Registration, 720 Fourth Avenue South, St. Cloud, MN 56301-4498. After the required written request has been made, appropriate offices will be notified so that they can begin to comply with the request as soon as possible. This restriction pertaining to the release of directory information remains in effect until the Office of Records and Registration is notified by the student in writing to remove it, even after a student graduates or ceases enrollment. For further information, contact the Office of Records and Registration, 320.308.2111. St. Cloud State University usually requires a student's consent before releasing information which is not public. Exceptions are provided for in the law which allows St. Cloud State University, at its discretion, to release non-public information without consent; however, non-public information generally will not be given to parents or legal guardians, regardless of financial support, without the student's consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; representatives of the Minnesota State Colleges and Universities (MnSCU), including the Board of Trustees, Chancellor,

Chancellor's staff; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll.

Drug and Alcohol Policy

Drug and alcohol abuse affects health, safety, and the well-being of all employees and students, and restricts the University's ability to carry out its mission. Please review and familiarize yourself with the Alcohol and Other Drug Policies found at <http://www.stcloudstate.edu/studenthandbook/policies/default.asp> and <http://www.stcloudstate.edu/humanresources/documents/drugandalcohol.pdf>.

The U-Choose program is an educational campus prevention effort that focuses on the reduction of high risk alcohol use. Programs, speakers, and materials are available to assist students in making informed decisions about alcohol. For more information, visit www.stcloudstate.edu/uchoose.

Consensual Relationships Policy

MnSCU policy prohibits consensual relationships between an employee and another employee or a student over whom he or she exercises direct, or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extra-curricular authority or influence. If a relationship already exists, you must discuss this with your supervisor so that reassignments can occur if needed.

Sexual Violence Policy

St. Cloud State University prohibits sexual violence as it is an intolerable intrusion into the most personal and private rights of an individual. St. Cloud State University is committed to eliminating sexual violence in all forms. St. Cloud State University will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other board policies that may require separate proceedings. To further its commitment against sexual violence, St. Cloud State University provides reporting options, internal mechanisms and processes for dispute resolution, education and prevention training, and a variety of related services that are confidential, including advocacy and counseling. The full policy can be found at: <http://www.stcloudstate.edu/studenthandbook/policies/sexualviolence.asp>.

For information, counseling, referrals and advocacy services, contact the Gender Violence Prevention Program at 320-308-3995 or go to the Women's Center Web site at: <http://www.stcloudstate.edu/womenscenter/default.asp>.

If you need immediate assistance call the Central MN Sexual Assault Center's 24 hour crisis line call (320) 251-4357.

Harassment and Discriminatory Conduct: MnSCU Policy 1B.1

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee,

student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

Discrimination is defined as conduct that is directed at an individual because of his or her protected class, and that subjects the individual to different treatment that interferes with or limits the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education. Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Retaliation against any individual who makes a complaint under this policy is prohibited.

As an employee, you are strongly encouraged to report any information about an incident or complaint to Ellyn L. Bartges, who is the university Designated Officer, Title IX Coordinator/Officer and the Equity and Affirmative Action Officer (phone 308-5123 or via e-mail at affirmativeaction@stcloudstate.edu)

Any student who may be concerned about possible discrimination or harassment because of sex, race, color, sexual orientation, religion or any of the above, may contact the Office of Equity and Affirmative Action, 320-308-5123 or e-mail affirmativeaction@stcloudstate.edu.

Go to www.stcloudstate.edu/affirmativeaction for further information about your rights, to discuss conduct that is causing problems for you and what your options are or to access training resources to enable you to be your own advocate.

University Parking Policies

University Parking Policies

St. Cloud State University maintains 25 parking lots for the use of faculty, staff, students, and guests. Permits are required year round. Signs posted at the entrances to all University lots provide detailed information about parking rules, regulations, and parking hours. St. Cloud State University reserves the right to ticket, auto clamp, or tow at the owner's expense any vehicle in violation of established parking regulations. Persistent violators may have their parking privileges denied. Auto clamping will occur after five or more citations during an academic year (paid or unpaid fines).

All persons associated with St. Cloud State University will be held accountable for family members'/friends' traffic violations incurred on St. Cloud State University property.

Failure to pay fines may result in holding of grades and transcripts. All past due financial obligations need to be credited at least three days before your earliest registration time in order to register on time.

Location: Public Safety Office, 525 Fourth Avenue

Phone: 320.308.3453

E-mail: pubsafe@stcloudstate.edu

Web site: www.stcloudstate.edu/parking/

Day/Evening Parking

University parking permits are required 7:00 a.m. to 7:00 p.m. in faculty/staff/student lots. Information regarding parking permits and enforcement may be obtained by contacting the Public Safety Department. St. Cloud State University Street Parking information is controlled by the City of St. Cloud. Permit information can be obtained by contacting Cashier, City Hall, 400 Second Street S., St. Cloud MN 56301, 320-650-3374, <http://ci.stcloud.mn.us>

Pay-lot Parking

Pay-lot parking is available from 7 am to 7 p.m. in the South pay lot. The parking ramp and Miller Center pay lot are on a per hour basis.

Daily Enforcement

Parking is prohibited in areas specifically designated as delivery areas, service areas, "no parking" zones, "state vehicle parking" zones, fire zones, driveways, lawns, sidewalks, and other posted areas (handicapped zones, timed zones, fire lanes, and loading zones). The above are enforced each and every day of the year, regardless of the academic calendar. Persons park in University lots at their own risk and are therefore encouraged to lock their vehicles at all times.

Metro Transit System

251-RIDE, http://www.ridemetrobus.com/college_connect_2.php
As an alternative to parking on campus, the Metro Transit system provides convenient bus service to the campus from many locations within the St. Cloud Area. Students with a campus ID can ride anywhere in the city for free. The campus bus stop is located at the south side of the Miller Learning Center. An information area is also located in Atwood on the first floor.

University Student Resources

As a graduate assistant you are both student and St. Cloud State University employee. This dual role provides you the opportunity to be a source of information for undergraduate students and your fellow graduate students. Below is a list of offices providing administrative, student, and academic services with which you should become familiar. A complete listing of all student services can be found at www.stcloudstate.edu/studentlife/studentservices/default.asp

Administrative and Student Services

American Indian Center

St. Cloud State University recognizes and supports the American Indian students and staff with programs, facilities, services, resources, and staff. The American Indian Center responds to the self-defined goals of American Indian students and communities alike. One of the only two American Indian centers on Minnesota comprehensive college campuses, our center is a hub of activity. The American Indian Center welcomes all Indian and non-Indian students to share in everything we have to offer.

Location: AIC House
Phone: 320.308.3081
E-mail: aic@stcloudstate.edu
Web site: www.stcloudstate.edu/aic

Business Services

Business Services is responsible for the billing and collection of student

tuition and fees. Cashiers are available during the regular academic year (between Labor Day and Memorial Day) from 8:00 a.m. to 4:00 p.m. and during the summer (between Memorial Day and Labor Day) from 7:30 a.m. to 3:30 p.m. Tuition and fees can also be paid online utilizing the e-services log in at www.stcloudstate.edu/businessservices.

Location: Administrative Services 123
Phone: 320.308.4012
E-mail: businessservices@stcloudstate.edu
Web site: www.stcloudstate.edu/billing

Campus Card (Student I.D.)

Your campus card is the key that opens many doors on campus. Use your card: for campus purchases, to check resources out of the library, to attend activities and athletic events on campus, to deposit money into an account to print papers, and for access to the residence halls after 10:00 p.m. The first campus card is free for enrolled students.

Location: Atwood Memorial Center 162
Phone: 320-308-1683
E-mail: campuscard@stcloudstate.edu
Web site: www.stcloudstate.edu/campuscard

Career Services Center

The Center's mission is to provide career decision making and employment resources to the St. Cloud State University community to support the transition from college to career. Students are invited to attend seminars on major and career decisions, resume development, interviewing techniques, internship and job searching, as well as special employer panels and job fairs. Career counselors are available by individual appointment to assist students. Services include career resource area and web site, scsuscareers.com, and student employment services online at scsustudentjobs.com.

Location: Centennial Hall 215
Phone: 320-308-2151
E-mail: careerservices@stcloudstate.edu
Web site: www.stcloudstate.edu/careerservices

Child Care Center (Lindgren)

St. Cloud State University's Lindgren Child Care Center provides care to the infant, toddler, and preschool-aged children of St. Cloud State University students, faculty, and staff. We are committed to ensuring your child's health and safety, helping children establish trust in their environment, strengthening their self-identity and igniting their curiosity through productive, satisfying activity. As a place where theory is put into practice, Lindgren Child Care Center is a training and laboratory resource to the entire campus, and a model of excellence for the community of St. Cloud.

Location: Engineering and Computer Center 122
Phone: 320-308-3296
E-mail: childcare@stcloudstate.edu
Web site: www.stcloudstate.edu/childcare

Counseling and Psychological Services

Counseling and Psychological Services offers free, confidential services to St. Cloud State University students who may experience a wide range of concerns, including adjustment to college, personal exploration, psychological barriers to academic success, managing stress, anxiety and depression, dealing with relationship issues, grief and loss, substance use or struggles with eating. CAPS offers short-term professional

counseling services for individuals and groups, crisis counseling, workshops on mental health issues for the campus community at large and consultation for faculty, staff, and students regarding students of concern to them.

Location: Stewart Hall 103

Phone: 320-308-3171

E-mail: counseling@stcloudstate.edu

Web-site: www.stcloudstate.edu/counseling

Equity and Affirmative Action Office

The Office of Equity and Affirmative Action is responsible for general oversight and monitoring of equal opportunity and affirmative action efforts for St. Cloud State University including faculty and administrative hire searches, as well providing advice and counsel to faculty, staff and students who have concerns regarding possible prohibited discrimination. It also provides training to prevent sexual harassment and employment discrimination and administrative fact-finding under MNSCU Policy 1B.1. The Designated Officer is available to students and employees to discuss concerns about possible discrimination or harassment, consider appropriate steps to address them or to advise on self-advocacy and problem-solving.

Location: Administrative Services 208

Phone: 320-308-5123

E-mail: affirmativeaction@stcloudstate.edu

Web-site: www.stcloudstate.edu/affirmativeaction

Student Health Services

Meeting student health care needs for over 80 years, St. Cloud State University Student Health Services provides a full range of medical services at a very low cost. Student Health Services is nationally accredited and offers direct billing of clinic charges to nine major insurance companies. The on-site laboratory provides fast, efficient, and reliable test results. A prescription transfer service, low-cost prescriptions and insurance billing to over 40 companies make the pharmacy the best place to stop for over-the-counter and prescription medications. Plus, they have up-to-date information on a variety of health care topics including nutrition, contraception, smoking cessation, stress management, and substance abuse.

Location: Student Health Services, First Floor, Hill Hall

Phone: 320-308-3191

E-mail: healthservices@stcloudstate.edu

Web site: www.stcloudstate.edu/healthservices

Husky Bookstore

The on-campus Husky Bookstore provides students with a variety of purchasing needs, such as, books, computer products, dorm and school supplies, St. Cloud State University apparel and gifts. Husky Book Express, www.stcloudstate.edu/bookstore, is a convenient online book buying service for St. Cloud State University students. By signing in with a tech ID and PIN, students may select and order books charged to their credit card to be sent to them or to be picked up at the Husky Bookstore.

Location: Centennial Hall, 1st floor

Phone: 320-308-1489

E-mail: husky@bkstr.com

Web site: www.husky.bkstr.com

Lesbian, Gay, Bisexual, Transgender Resource Center

The Lesbian, Gay, Bisexual, Transgender Resource Center at St. Cloud State University is dedicated to providing an inclusive and educational

environment for all SCSU students, staff, faculty, alumni, allies, and the community at large. We recognize that identities in our global community intersect with and impact our daily experiences of gender and sexuality with race, ethnicity, class, ability, age, culture, and all social systems. We are committed to social justice as we foster student development and personal growth, and we cultivate an inclusive, open, and supportive community through education, collaboration, advocacy, and programming. The LGBT Resource Center strives to promote full inclusion of LGBT persons and allies at SCSU and to eliminate homophobia and heterosexism on our campus and within our communities.

Location: Atwood Memorial Center 105

Phone: 320-308-5166

E-mail: lgbt@stcloudstate.edu

Web site: www.stcloudstate.edu/lgbt

Multicultural Student Services

Multicultural Student Services provides comprehensive support services to students by giving academic assistance, encouraging personal development and offering multicultural programming. The program and services include an advanced preparation program and college transition institute, athletes for success in the classroom program, a mentoring program, a multicultural academic support center, multicultural activities center, and a multicultural tutoring program.

Location: Atwood Memorial Center 154

Phone: 320-308-3003

E-mail: mss@stcloudstate.edu

Web site: www.stcloudstate.edu/mss

Public Safety Department

On duty 24 hours a day, the Public Safety Department is present as a support unit to the broader mission of the University. Its primary function is to constantly strive to provide the safest and most stable environment possible in which education may be pursued without the fear or presence of crime or violence.

Public Safety enforces University conduct codes, supports personal and property safety through crime prevention (i.e., escort services, blue-light emergency phones), and security-awareness programs and coordinates these efforts with other University departments and local law enforcement and service organizations. The Public Safety Department handles the purchasing of parking permits and enforces parking regulations and related matters.

Location: Public Safety Building

Phone: 320-308-3333

E-mail: pubsafe@stcloudstate.edu

Web site: www.stcloudstate.edu/publicsafety

Records and Registration Office

This office is responsible for the admission processing of undergraduate and special (non-degree) students, evaluation of transfer credits, confidentiality requests, registrations for courses, semester course schedule, recording grades, enrollment and degree verifications, athletic eligibility, administration of veteran educational benefits, Common Market and Tri-College programs, undergraduate graduation evaluations, issuing of diplomas, teacher licensure application processing, degree audit reporting system, and maintaining the student permanent academic records. Options for requesting an official transcript are available at the Office of Records and Registration web site. There is a \$5 fee for each transcript request.

Location: Administrative Services 118
Phone: 320-308-2111
E-mail: registrar@stcloudstate.edu
Web site: www.stcloudstate.edu/registrar

Office of Student Life and Development

Additionally, St. Cloud State University's Office of Student Life and Development enhances the uniqueness and worth of each individual and provide support to help each person develop or realize his or her full potential. Additionally, St. Cloud State University's Student Life and Development offices enhance students' experiences that result in personal growth in areas such as leadership skills, inclusive thinking, interpersonal skills, work experience/performance skills, personal fitness, healthy life style choices, service learning, personal accountability and ethical development.

The Office of Student Life and Development strives to be student-centered, user-friendly and service-oriented. SLD provides functional supervision of the following areas and programs: Campus Recreation; Career Services Center; Center for Student Organizations and Leadership Development; Counseling and Psychological Services; Lesbian, Gay, Bisexual, Transgender Resource Center, Student Health Services, Lindgren Child Care Center, Multicultural Student Services, Residential Life, Student Disability Services, University Program Board, Volunteer Connection, the Women's Center, and Student Legal Services.

The Office of SLD also serves as the University information clearinghouse for policy and administrative procedures that affect student life, is responsible for the Student Code of Conduct, and the Atwood Testing Center.

Location: Atwood Memorial Center 219
Phone: 320-308-3111
E-mail: sld@stcloudstate.edu
Web site: www.stcloudstate.edu/sld

Veteran's Resource Center

The St. Cloud State University Veteran's Resource Center offers a space that provides students with a single on-campus point of contact for comprehensive information about benefits and resources available to current and past military members and their families, as well as opportunities for peer support.

Location: Administrative Services 101
Phone: 320-308-2185
E-mail: mnva@stcloudstate.edu
Web site: www.stcloudstate.edu/veterans

Women's Center

The Women's Center addresses issues unique to campus women to support women's safety, equity and empowerment through advocacy, education, alliance-building and women's leadership. Services include: information and referral on campus and community services; advocacy and support to crime victims and those experiencing discrimination and sexual harassment; and various educational programming on issues impacting women's lives. The Center houses a small, specialized library of books, videos and other materials by and about women and administers a scholarship program for non-traditional women students. The Women's Center has space for meetings, study, programs and discussions.

The Gender Violence Prevention Program located at the Women's Center provides a combination of education, meaningful policies and high-quality victim services as a framework to respond to the pervasive problem of sexual violence, domestic/dating violence and stalking, both in our society and on college campuses. Services include individual support and counseling, advocacy, information and referral, support groups, and resources from a specialized loan library.

Location: Women's Center
Phone: 320-308-4958
E-mail: womenscenter@stcloudstate.edu
Web site: www.stcloudstate.edu/womenscenter

Academic Services

Center for Continuing Studies

The Center for Continuing Studies is responsible for the development, coordination and implementation of the following programs: online courses, self-paced courses, Professional Education and Extension, evening programming, educational conferences, noncredit offerings and a bachelor of elective studies degree program.

Location: 115A Brown Hall
Phone: 320-308-3081
E-mail: ccs@stcloudstate.edu
Web site: www.stcloudstate.edu/continuingstudies

Center for International Studies

The Center for International Studies manages all processes related to international admissions and administers and supports a variety of programs and activities that assist students from other countries to understand and succeed in their American academic pursuits.

Location: Lawrence Hall 101
Phone: 320-308-4287
E-mail: international@stcloudstate.edu
Web site: www.stcloudstate.edu/internationalstudies

Learning Resources and Technology Services

The mission of Learning Resources and Technology Services (LR&TS) is "Connecting you with Information and Technology." LR&TS offers a variety of services, most of which are located in the Miller Center.

Location: Miller Center
Phone: 320-308-2084
E-mail: lrtsinfo@stcloudstate.edu
Web site: lrts.stcloudstate.edu

Library

The Library is located in the James W. Miller Learning Resources Center and serves students, faculty, staff and community members in Central Minnesota. The Miller Center provides a state-of-the-art facility for accessing information and technology.

Students can access library services in-person at the Reference and Circulation Desks on the first floor of the Miller Center or online through our Web site <http://lrts.stcloudstate.edu/library/>. The library provides more than 150 online databases and more than 37,000 electronic periodical subscriptions. The library provides access to a variety of online tools, including a 24/7 online chat reference service through AskMN and RefWorks, a Web-based software that helps you create bibliographies in any format (MLA, APA, Chicago, etc.). SCSU is a member of the MINITEX network system of Minnesota, which provides access to all major library collections of Minnesota, as well as

those in North Dakota and South Dakota. Materials from other libraries can be obtained through interlibrary loan at no cost to the user. The library's Circulation Desk offers a fleet of laptop computers available for checkout and 16 student study rooms that can be reserved for individual or group use.

The Miller Center offers more than 750 study tables with data and power connections for laptop computers, and wireless Internet access throughout the building as well as a 24 hour computer lab. The Center for Holocaust and Genocide Education, the Multicultural Resource Center, and the Center for Excellence in Teaching and Learning are also located in the Miller Center. Students in need of library services during semesters they are not enrolled in classes should contact the Circulation Desk for assistance.

Location: Miller Center
Phone: 320-308-2084
E-mail: lrtsinfo@stcloudstate.edu
Web site: lrts.stcloudstate.edu/library

InforMedia Services

InforMedia Services (IMS) provides instructional design and technological assistance and support to students, faculty and staff at SCSU. IMS offers a wide variety of workshops each semester, designed to teach specific applications such as Web design, spreadsheet and multimedia programs. Workshops are focused on helping participants use the technology resources available at SCSU. An up-to-date list of technology training opportunities is available at <http://huskynet.stcloudstate.edu/help/training>.

Location: Miller Center 205
Phone: 320-308-4187
E-mail: ims@stcloudstate.edu
Web site: www.stcloudstate.edu/training/informedia_services

Computing and Technology Services

Computing and Technology Services (C&TS) supports the academic and administrative missions of SCSU by providing design, installation, training, operations and maintenance services for a wide range of technologies:

Computer Store

The Computer Store, located in room B42 of the Miller Center, offers up-to-date hardware and software, most at discounted prices for students, faculty and staff.

Location: Miller Center B42
Phone: 320-308-4944
E-mail: computerstore@stcloudstate.edu
Web site: huskynet.stcloudstate.edu/computerstore

Computing User Services

C&TS staff offer user support for all levels of computing users across campus for students, faculty and staff. This includes monitoring and arranging hardware maintenance and repair services, and coordinating technical support staff in the Colleges of Business, Education, Fine Arts and Humanities, Science and Engineering, and Social Sciences. The C&TS staff creates and manages user accounts, such as for HuskyNet, which provides E-mail, calendaring, network file space, and personal Web space for all faculty, staff and students. In addition, staff members offer consulting for students in computer-related courses, assistance for students and faculty requiring statistical programming, and support

for faculty and students interested in the development of computer applications to be used in courses.

Phone: 320-308-4103

Electronic Classroom Support

SCSU offers more than 185 electronic classrooms that give instructors the ability to integrate audio and video technology into their teaching using multimedia equipment. Other instructional technologies SCSU features include interactive television, video teleconferencing, and audio-visual systems.

Phone: 320-308-2067

Help Desk

The technology HelpDesk is SCSU's general technology support center for students, faculty and staff. Staff members answer how-to and troubleshooting questions and provide computing and technical assistance.

Location: Miller Center B43
Phone: 320-308-2077
E-mail: helpdesk@stcloudstate.edu
Web site: huskynet.stcloudstate.edu/helpdesk

HuskyNet Information

HuskyNet is the brand name for the technology services at SCSU, supported in part by the Student Technology Fee. HuskyNet provides on- and off-campus technology to help students make the most of SCSU. A HuskyNetID (username) allows students to log into technology features, including SCSU e-mail account, online courses, printing, the campus wired and wireless networks, and personal File and Web storage space. HuskyNet also offers resources such as the Virtual Lab, which allows use of campus software on personal computers through the Web.

Location: Miller Center B43
Phone: 320-308-2077
E-mail: huskynet@stcloudstate.edu
Web site: huskynet.stcloudstate.edu

ResNet

ResNet provides SCSU residents with direct wired high-speed access and wireless access to both on-campus network computer resources and the Internet. Residents can search SCSU's online library catalog, surf the Web and access their SCSU e-mail accounts, all from the privacy of their rooms.

Location: Miller Center B43
Phone: 320-308-4762
E-mail: resnet@stcloudstate.edu
Web site: huskynet.stcloudstate.edu/resnet

Student Computer Labs

SCSU offers more than 400 computers for student use in 18 general access computer labs located throughout campus. Students can check computer availability in general access labs through Lab Seats, posted online at <http://huskynet.stcloudstate.edu/computers>, as well as on screens in Atwood Memorial Center, Centennial Hall, Engineering and Computing Center, and Miller Center atrium.

The Miller Center library has more than 350 computer workstations, including 28 in extended-hour areas, which are available overnight when the Miller Center is closed. An additional 40-plus discipline-related computer labs, with nearly 900 stations, located within other departments and colleges, also are available. For a more detailed

description of services available and computer lab locations, visit the HuskyNet Web site or pick up a copy of the latest Student Technology Handbook. The handbook is available at the HelpDesk (MC B43 and AMC 165), Computer Store (MC B42), and in all general access computer labs.

Web site: huskynet.stcloudstate.edu/computers/labsgeneral

Speech-Language and Hearing Clinic

The Speech-Language and Hearing Clinic provides diagnosis and treatment for persons with communication disorders in the areas of articulation, voice, language, stuttering and hearing. All services, offered on an individual basis, are provided by practicum students under the direct supervision of certified faculty. Services are provided to St. Cloud State University students, faculty and staff and to area residents at a nominal fee.

Location: Brown Hall 103

Phone: 320-308-2092

E-mail: csd@stcloudstate.edu

Web site: www.stcloudstate.edu/csd/clinic

Statistical Consulting Center

Providing statistical consultation, this center is a vital resource for graduate students. You will find statistical consultants available for research suggestions, questionnaire development, as well as data entry services.

Location: Miller Center 212A

Phone: 320-308-4709

E-mail: statsps@stcloudstate.edu

Web site: huskynet.stcloudstate.edu/departments/ims/statconsulting.asp

Student Disability Services

Student Disability Services provides access to academic programming and advocacy for students with disabilities in their pursuit of education goals. To receive services from SDS, you must be a registered student at SCSU and have a disability recognized under the Americans with Disabilities Act. Verification of a disability must be provided prior to receiving services from SDS. Verification must be in the form of a complete psychological report or medical documentation. Services include alternate testing, faculty assistance, priority registration, sign language interpreting, support services, taped textbooks, and volunteer note taking.

Location: Centennial Hall 202

Phone: 320-308-4704 or 320-308-4080 (TDD available)

E-mail: sds@stcloudstate.edu

Web site: www.stcloudstate.edu/sds

Testing Center

The Atwood Testing Center provides computerized testing for many different programs including the GMAT, GRE, PRAXIS, Minnesota Teacher Licensure Program, TOEFL, MAT, CLEP, and various IT testing. Paper/pencil exams are also offered multiple times throughout the year and include the LSAT, ACT, and GRE Subject.

Location: 218 Atwood Memorial Center

Phone: 320-308-5456

E-mail: testingcenter@stcloudstate.edu

Web site: www.stcloudstate.edu/testingcenter

Write Place

The Write Place offers free, individualized help to undergraduate and graduate student writers — the kind of help that often cannot be found in classrooms, textbooks, or occasional conferences with teachers. Writers at any stage in the writing process can work one-on-one with trained tutors during appointments. Tutors help students to identify writing strengths and potential problems, teach students strategies for revising and editing their writing, and provide information about writing conventions. Tutors also assist students in developing and organizing their ideas, in clarifying their communications, and in adapting their texts for specific readers and purposes. Students working on assignments for classes (papers, research projects), on special projects (portfolios, graduate theses), or on employment correspondence (resumes, application letters) are encouraged to bring in drafts in progress to appointments.

Location: 51 Building, room 117 and the Miller Center, 1st floor

Phone: 320-308-2031

E-mail: writeplace@stcloudstate.edu

Web site: www.stcloudstate.edu/writeplace

University Organizational Structure

Graduate Assistants are both students and employees of St. Cloud State University. As such it is important that you have knowledge of the leadership and structure of the university. The information below contains the titles and names of university officers and indicates lines of supervision.

President: Earl H. Potter III

Provost/Vice President for Academic Affairs: Devinder Malhotra

Vice President for Administrative Affairs: Steve Ludwig

Vice President for Student Life and Development: Wanda Overland

Vice President for University Advancement: Craig Wruck

Special Advisor to the President: Judith Siminow

Equity and Affirmative Action Officer: Elyn Bartges

Director of Athletics Director: Morris Kurtz

Director of University Relations Director: Bernie Omann

Associate Vice President /Associate Provost for Strategy, Planning and Effectiveness: Lisa Foss

Assistant Vice President for Marketing and Communications: Loren Boone

Provost/Vice President for Academic Affairs: Devinder Malhotra

Herberger Business School: Diana Lawson, Dean

School of Education: Osman Alawiye, Dean

School of Health & Human Services: Monica Devers, Dean (interim)

College of Liberal Arts; School of the Arts: Mark Springer, Dean (interim)

School of Public Affairs: Orn Bodvarsson, Dean (interim)

College of Science & Engineering; School of Computing, Engineering & Environment: David DeGroot, Dean

Continuing Studies: John Burgeson, Dean

Learning Resources: Ruth Zietlow, Dean (interim)

Associate Provost for Research and Dean of Graduate Education: Dan Gregory

Graduate Admission: Annette Day (Director)

Graduate Student Services: Melanie Guentzel (Director)

Associate Provost for Undergraduate Education and Student Support Services: Miguel Martinez-Saenz

Assistant Provost Student Support Services: Freddie Walker (interim)

Academic Advising Center:

Steve Klepetar (Faculty Director) & Michael Sharp (Administrative Director)

Academic Learning Center: Victoria Williams (Director)

Community College Programs: Jamie Larson

Division of General Studies and Placement Testing:

Geoffrey Tabakin (Faculty Director) & Adam Klepetar (Administrative Director)
First Year Experience and Orientation: Christine Metz (Assistant Director)
Honors Program: Geoffrey Tabakin (Interim Director) & Gretchen Huwe (Administrative Director)
Math Skills Center: Stephanie Houdek & Stacy Martig
Associate Provost for Organizational Development and Faculty Development: John Palmer
Associate Vice President for Enrollment Management: Mahmoud Saffari
Records and Registration: Sue Bayerl (Registrar)
Undergraduate Admission: Rich Shearer (Director)
Associate Vice President for International Studies: Ann Radwan
International Admission: Susan Boehm (Director)
International Student and Scholar Services: vacant (Director)
International Study Abroad: Nichole Pazdernik (Director)
Associate Vice President/Associate Provost for Strategy, Planning and Effectiveness: Lisa Foss

Vice President for Administrative Affairs: Steve Ludwig

Associate Vice President, Administrative Affairs: Diana Burlison
Business Services: Jeff Wagner (Director)
Campus Dining Services: Gene Wescott (Food Services Director)
Facilities Management: Tim Norton (Director)
Human Resources: vacant (Director)
Husky Bookstore: Ted Mears (Store Manager)
Information Systems: Ilya Yakovlev (Director)
Information Technology Services: Phil Thorson (Director)
Public Safety: Miles Heckendorn (Director)
Scholarships and Financial Aid: Michael Uran (Director)

Vice President for Student Life and Development: Wanda Overland

Assistant Dean of Students: Gerald Bulisco
Assistant Dean of Students for Outreach Programs: Rob Reff
American Indian Center: Jim Knutson-Kolodzne (Director)
Atwood Center: Margaret Vos (Director)
Campus Involvement: Jessica Ostman (Director)
Campus Recreation: Ron Seibring (Director)
Career Services: Addie Turkowski (Director)
Counseling and Psychological Services: John Eggers (Director)
LGBT Resource Center: Heidi Aldes (Director)
Lindgren Child Care Center: Debra Carlson (Director)
Multicultural Student Services: Shahzad Ahmad (Director)
Residential Life (Housing): Dan Pedersen (Director)
Student Disability Services: Owen Zimpel (Director)
Student Health Services: Corie Beckermann (Director)
Women's Center: Jane Olsen (Director)

Vice President for University Advancement: Craig Wruck

Alumni and Constituent Engagement: Terri Mische (Director)
University Advancement – Finance: Roger Lewis (Director)
University Advancement – Research: Sharon Carter (Director)
Annual Giving, President's Club: Kurt Stelten (Director)
Athletics; School of Health & Human Services: Sara Granheim (Director)
School of Education; College of Liberal Arts; Planned Giving: Chad Marolf (Director)
Herberger Business School; School of Public Affairs; College of Science & Engineering; Special Gifts: Bob Beumer (Director)

Frequently Asked Questions

What is a graduate assistantship?

Graduate assistantships (GA's) are employment opportunities intended to enhance graduate students' experience in their field and offset the cost of graduate education. In exchange for professional-level work in a department or office at St. Cloud State University, you will be provided with a stipend (salary) and a tuition remission of up to 16 credits per academic year. A GA is one of the best deals available to graduate students and St. Cloud State University offers one of the most progressive graduate assistantship programs in the state. In essence, you're paid to pursue your degree.

At St. Cloud State University, we offer three basic types of GA appointments:

Program Support Assistants perform duties specific to an academic program or an administrative office. Duties include a variety of tasks specific to the office in which they work but may include: clerical support, utilizing software programs, conducting surveys, organizing information, and overall participating in the inner workings of academia. These assistantships can be sought by contacting a specific administrative unit in which you wish to work.

Research Assistants perform research studies and activities connected to a department or professor. Tasks vary dependent upon your supervisor's needs, but assistants generally learn the skills necessary to conduct research and prepare work for publication through tasks such as: active research, fact-checking, collaboration with professionals and peers, and any activity that supports the research process. These assistantships can be sought through your program department.

Teaching Assistants participate in undergraduate instruction either by teaching or by providing support services. Teaching assistants may serve as primary instructors, instructors of record, laboratory assistants, or test and paper evaluators. Duties vary according to the specific position but may include: managing students, running a classroom, evaluation, developing lesson plans, holding office hours, and overall contributing to the success of the students in the class to which you are assigned. These assistantships are sought through your program department.

Are graduate assistantships renewable?

Yes. Graduate assistantship appointments do not exceed one year, but may be renewed for a second year. This renewal is not automatic; it is dependent on a variety of factors including the availability of funds, satisfactory work performance, academic progress and departmental need. Assistantships do not exceed two years unless permission is received from the School of Graduate Studies.

Can my assistantship extend into the summer?

An appointment cannot extend into the summer, but a summer assistantship may be granted if the department has a need and the funding available. Summer graduate assistants are paid at an hourly rate, but are not permitted to exceed 20 hours-per-week. In order to be eligible, a student must be enrolled in six graduate-level summer session credits; however, tuition is not waived during the summer, so you would be personally responsible for the cost of these credits.

Graduate students are also eligible for student employment during the summer at the lower student rate. In these cases, St. Cloud State University student employment policies apply rather than graduate assistant policies. Before accepting summer employment you should clarify if it is a GA position or student employment.

Can my assistantship be terminated before the end of my appointment? If so, under what conditions?

Yes. The employing department may elect to terminate the graduate assistant at any time during the appointment. Conditions for termination may include: poor academic standing, lack of availability of funds, non-performance of duties, non-attendance, lack of fulfillment of assistantship requirements, violation of appointment, or interpersonal reasons. See policy on page 4.

Do health benefits or insurance come with my assistantship?

No. However, graduate assistants may purchase health insurance through Student Health Services. International students are required to purchase health insurance if they are not already covered. See <http://www.stcloudstate.edu/healthservices/insurance.asp> for more information.

Am I allowed to hold multiple assistantships?

Usually not. But, under special circumstances, if the combined required hours of on-campus positions do not exceed 20 hours-per-week, you are able to hold more than one graduate assistantship.

Application Information

Who can apply?

Admitted degree-seeking students are eligible to apply. The opportunity to receive a graduate assistantship is available to everyone who is admitted to their graduate program and is fully registered for eight credits for a full-time assistantship (20 hours-per-week) and six credits for a part-time assistantship (10 or 15 hours-per-week). Doctoral students must be enrolled full time (six credits at the 700/800 level) to hold a full-time or part-time assistantship. Feel free to apply during the admission process, but you will not be hired until fully admitted and registered.

Are international students eligible for assistantships?

Yes. Any student who holds a bachelor degree, is fully registered for graduate credits, and is admitted to a graduate program is eligible.

How do I apply?

The search for a graduate assistantship is comparable to a job search. You should seek positions that offer you the most benefit professionally and meet your individual qualifications. Descriptions for some available GA positions are posted online at www.stcloudstate.edu/graduatestudies/current/ga.asp. Contact programs and departments that you are interested in working with to see if they have any assistantships available. Your program adviser can also inform you of potential assistantship opportunities.

Once you find the positions that best fit your career and educational goals, complete a graduate assistantship application which can be found at <http://www.stcloudstate.edu/gradadmissions/forms/default.asp>. Distribute copies of the application, a cover letter indicating your interest and skills, and a resume to the departments and offices in which you would like to work. A list of departments and their contact information can be found on the application. An interview for the position may follow if you meet the qualifications for the job.

Because graduate assistantships are competitive and based on the availability of funding, you are encouraged to contact the department early and reapply each semester until you secure an assistantship.

When are applications for assistantships due?

Deadlines for applications vary dependant on the position, so check with the department in which you are applying for specific due dates. Keep in mind that April 15 is the traditional deadline for the extension of a graduate assistantship offer, so begin your search well before this date.

Where do I send my assistantship application?

Send your application materials directly to the department or office to which you are applying. You should not send application materials to the School of Graduate Studies unless you are applying for a position within our office.

What happens once I apply?

Graduate assistantships are not guaranteed to all applicants. The hiring department or office will review your application and an interview may follow. If you are offered the position, you will receive an employment letter and payroll forms that outline the length and condition of your appointment. If you wish to accept, sign and return all forms and return them to the office that has offered you the position. The department will then forward copies of these documents to the School of Graduate Studies.

Stipends and Tuition Reimbursement

Do graduate assistants have to pay tuition and fees? If so, how much?

Full-time graduate assistants receive eight graduate-level credits (500/600) or 6 doctoral level credits (700/800) free of charge each semester they are employed. Part-time graduate assistants (10 or 15 hours per week) are eligible for 6 graduate-level (500-800) credits each term of employment. You cannot rollover unused tuition remission. Undergraduate credits are not eligible for tuition remission even if they are prerequisites for graduate-level courses. Graduate assistants must be employed at least a half-time (10 hours per week) to qualify. Fees for all credits (including those covered by tuition remission) and all tuition

beyond the six or eight credits must be paid by the student. Visit <http://bulletin.stcloudstate.edu/gb/financial/tuition.asp> for specific tuition and fees information.

How is my tuition paid? Do I have to do anything?

All you need to do is sign and return your employment letter and register for the required number of credits for your assistantship before the fifth class day of the semester. When the signed letter and payroll forms are received at the School of Graduate studies (and if you are fully registered) the remission will be placed on your tuition statement on the fifth class day of the semester. If there is a problem with the appointment or forms that is not resolved before this date, the remission will be applied as soon as the problem is resolved. If this happens, you may have to pay tuition and receive a refund upon resolution.

Does having a graduate assistantship affect my financial aid?

Yes, loan eligibility for a graduate student may be reduced if the student receives a graduate assistantship. Your eligibility is generally reduced by the amount of your tuition remission. In very rare cases, assistantships are funded through the work study program. Your department would let you know if this is the case. For these assistantships, your loan eligibility would be reduced by the full amount of the stipend plus the tuition remission. Graduate students are not eligible for grants. Please contact the Office of Scholarships and Financial Aid at financialaid@stcloudstate.edu or (320) 308-2047 for more information.

How often will I get paid?

Graduate Assistants generally receive a paycheck every other week. Be aware that the first check may not be available for approximately four weeks, so budget accordingly. Your stipend will be divided according to the number of pay periods that occur during appointment. If the appointment lasts the academic year, you will continue to receive checks during academic breaks.

Do we receive holiday, sick, or vacation pay?

No. However, full-time graduate assistants will have their hourly work expectations decreased four hours for each University-observed holiday for which classes are not in session. Part-time assistants will have their hourly work expectations decreased on these days based on how many hours they normally work. For example, if the holiday falls on a Tuesday and you are scheduled for two hours every Tuesday, your work expectation may be decreased by two hours for that week.

Are taxes taken out of my paycheck?

Yes. The University is required to withhold federal and Minnesota state income taxes on both the stipend and the tuition remission. Students classified by their department as teaching assistants will not have their tuition remission taxed. As an assistant, you will need to fill out tax forms for the Business Services Office.

Life as a Student and a Graduate Assistant

Will my work as a graduate assistant interfere with my studies?

An assistantship is no "free ride," of course. You will be expected to provide professional work and will hold responsibilities that affect others, the University, and your personal reputation. However, assistantships are created with graduate students' needs in mind. On average, full-time GA's will work 20 hours-per-week and part-time GA's will work 10 to 15 hours-per-week.

You will most likely find that your schedule as a GA will be flexible and that demands of the job ebb and flow throughout the semester. GA supervisors take your role as a student seriously and will work with you if any scheduling conflicts arise.

Can I hold a graduate assistantship and not register for classes?

No. A graduate assistant must be fully registered for a minimum of six graduate-level credits each term of the appointment. Eight 500/600-level credits or six 700/800 level credits are required for a full-time assistantship (20 hours-per week of work). Full registration is required by the fifth day of classes or your tuition remission is in jeopardy.

What is the minimum required credit load for a graduate assistant?

A full-time assistantship requires eight or more 500/600 level credits per semester. Part-time assistantships require six or more 500/600 level credits per semester. Doctoral students holding an assistantship must be enrolled for a minimum of six doctoral credits (700/800 level). Undergraduate credits that are prerequisites for your graduate program do count toward the required credit load, but the tuition for these credits is not waived.

Who do I go to if I am having a problem with my assistantship?

As is customary in any professional situation, talk with your supervisor first. If your problem is not resolved, feel free to contact the School of Graduate Studies' Director of Student Services, Melanie Guentzel, at (320) 308-2194 or mjguentzel@stcloudstate.edu.

What kind of training will I receive?

The School of Graduate Studies requires an online sexual harassment and discrimination self-evaluation for all graduate assistants. Some assistantship positions require an online data privacy training session, your department will let you know if you need to participate.

The School of Graduate Studies also requires that new assistants attend the fall Graduate Assistant Orientation. At this orientation, you will be introduced to School of Graduate Studies staff and campus administrators. You will also learn important graduate assistantship policies, listen to the specific answers to commonly asked questions from graduate assistants including payment policies and expectations, ask your own questions, and hear speakers discuss University resources and professionalism.

Individual departments have their own training specific to the position. Information regarding graduate assistant training will likely be included with your appointment letter if you are offered the assistantship. Please contact the department in which you are employed for more information.

Will my graduate assistantship require that I take any additional classes?

It is possible that your assistantship will require that you take a course in order to receive additional training throughout the semester. This information should be included with your appointment letter if you are offered the assistantship. Please contact the department in which you are hired for specific information.

As a graduate assistant, what is expected of me? What are my responsibilities?

A graduate assistantship is a professional job and could be the beginning of your reputation in the field. As such, in your assistantship you are expected to: work your scheduled hours, communicate with your supervisor, and act in a professional and courteous manner including dress, hygiene and attitude. Your responsibilities will be outlined by your supervisor. You should not need to work more than 20 hours-per-week for a full-time assistantship.

How can I meet other graduate assistants?

The School of Graduate Studies strives to provide graduate assistants with many opportunities to meet other students and faculty through events listed at <http://www.stcloudstate.edu/graduatestudies>. You will also be e-mailed about many of these opportunities, so it is important to activate and frequently check your HuskyNet account. You can also check <http://www.stcloudstate.edu/studentlife/getinvolved/default.asp> to see opportunities for further involvement on-campus. Graduate Assistantship orientation, your department training or orientation (if offered), shared office space, and planning out-of-school events provide excellent opportunities to begin relationships with faculty and peers that will be invaluable throughout your graduate education and may last long into your career.

What can I do to enhance my professional development?

In addition to providing opportunities to meet faculty and peers, the School of Graduate Studies strives to provide graduate assistants with events geared toward professional development. You will be e-mailed about many of these events, so it is important to activate and frequently check your HuskyNet account. You can also check <http://www.stcloudstate.edu/graduatestudies/>. Your department should also make you aware of professional development opportunities via e-mail; contact your department if you are not receiving this type of e-mail to make sure you are on their listserv.

Will someone familiarize me with the technology I will be using as a graduate assistant and student?

The School of Graduate Studies does not provide technology training; however, if your individual department does not provide training in the technology you will be utilizing, InforMedia Services and the Center for Information Systems provide a wide range of free training sessions and workshops each semester. For more information, see <http://huskynet.stcloudstate.edu/help/training/default.asp>.

Graduate Assistant Evaluation

Student Name: _____
 Assistantship Type: Program GA _____ Research Assistant _____ Teaching Assistant _____
 Semester and Year: Fall _____ Spring _____ Summer I _____ Summer II _____
 Department: _____
 Supervisor: _____

	Unacceptable	Needs Improvement	Acceptable	Exceptional	Not Applicable
Work Expectations:					
Quantity of Work:					
Quality of Work:					
Professionalism:					
Timeliness					
Attendance:					
Collegiality:					
Courtesy:					
Initiative:					
Works Independently:					
Works Cooperatively:					
Judgment:					
Respects Diversity:					
Communication Skills:					
Oral					
Written					

Describe the Graduate Assistant's greatest strengths:

Describe the area(s) that need the most improvement:

Discussion:

Did we accomplish our work goals for the year/semester? Why or why not?

Did the student accomplish his/her learning goals for the year? Why or why not?

Student response to the feedback? Do they agree/disagree? What is next?

Graduate Assistant Annual Appointment

DATE

NAME

ADDRESS

CITY, STATE, ZIP

Dear FIRST NAME LAST NAME:

I am pleased to offer you the graduate assistantship of POSITION in DEPARTMENT at St. Cloud State University. The graduate assistantship handbook is available online at <http://www.stcloudstate.edu/graduatestudies/ga/default.asp>. This handbook will provide you with the necessary policy and procedure information required for graduate assistants.

The terms of this offer are outlined below:

- This is an annual appointment for the YEAR academic year.
- The mutually agreed upon start date for this appointment is DATE. Please report to PERSON, BUILDING, OFFICE. The end date for this appointment will be DATE. When you arrive, you will be provided with the appropriate employment forms to begin your payroll process. For this process, please bring a form of identification as described below:

- U.S. citizens (one of the two categories):

- Passport, or

- Government issued identification (such as driver's license or ID card) and Social Security card

- Resident aliens (one of the first two bulleted categories plus the third category):

- Passport, or

- Government issued identification (such as driver's license or ID card) and Social Security card

- In addition to one of the two categories above, resident aliens also need to provide their resident alien card.

- International students (all of the following):

- Passport

- Visa

- I-94

- I-20

- A Social Security Number or a copy of the letter indicating the student has applied for a SSN.

- Your stipend for the YEAR academic year will be NUMBER and you will be paid every other Friday. Graduate assistants with full academic year appointments will receive paychecks during the academic breaks. You may expect your first paycheck on DATE. See the graduate assistant handbook for more details.

- Your graduate assistantship provides you with tuition assistance in the form of a tuition waiver. As a full-time (20 hours/week) graduate assistant, you are entitled to a tuition waiver of up to eight graduate credits for fall semester and an additional eight credits for spring semester.

OR

- As a part-time (10 or 15 hours/week) graduate assistant, you are entitled to a tuition waiver of up to six graduate credits for fall semester and an additional six credits for spring semester. See the graduate assistant handbook for more details.

I will be happy to answer any questions you may have or provide further clarity on your appointment. Should you decide to accept this position, return this original letter with your signature and date indicating that you have read and fully understand the provisions of your employment as explained above. The enclosed copy of this letter is for your records.

We look forward to working with you and anticipate that your employment here will be rewarding to both you and the DEPARTMENT.

Sincerely,

NAME, TITLE

Enclosure: Graduate assistantship handbook or Employee copy of appointment

I accept this position and the terms and conditions of employment as stated in this letter and the graduate assistantship handbook.

Graduate Assistant Signature

Date

Graduate Assistant Single Semester Appointment

DATE

NAME

ADDRESS

CITY, STATE, ZIP

Dear FIRST NAME LAST NAME:

I am pleased to offer you the graduate assistantship of POSITION in DEPARTMENT at St. Cloud State University. The graduate assistantship handbook is available online at <http://www.stcloudstate.edu/graduatestudies/ga/default.asp>. This handbook will provide you with the necessary policy and procedure information required for graduate assistants.

The terms of this offer are outlined below:

- This is a single semester appointment for the FALL OR SPRING semester.
- The mutually agreed upon start date for this appointment is DATE. Please report to PERSON, BUILDING, OFFICE. The end date for this appointment will be DATE. When you arrive, you will be provided with the appropriate employment forms to begin your payroll process. For this process, please bring a form of identification as described below:

- U.S. citizens (one of the two categories):

Passport, or

Government issued identification (such as driver's license or ID card) and Social Security card

- Resident aliens (one of the first two bulleted categories plus the third category):

Passport, or

Government issued identification (such as driver's license or ID card) and Social Security card

In addition to one of the two categories above, resident aliens also need to provide their resident alien card.

- International students (all of the following):

Passport

Visa

I-94

I-20

A Social Security Number or a copy of the letter indicating the student has applied for a SSN.

- Your stipend for the FALL OR SPRING semester will be NUMBER and you will be paid every other Friday. Graduate assistants with full academic year appointments will receive paychecks during the academic breaks. You may expect your first paycheck on DATE. See the graduate assistant handbook for more details.

- Your graduate assistantship provides you with tuition assistance in the form of a tuition waiver. As a full-time (20 hours/week) graduate assistant, you are entitled to a tuition waiver of up to eight graduate credits for the semester. See the graduate assistant handbook for more details.

OR

- As a part-time (10 or 15 hours/week) graduate assistant, you are entitled to a tuition waiver of up to six graduate credits for the semester. See the graduate assistant handbook for more details.

I will be happy to answer any questions you may have or provide further clarity on your appointment. Should you decide to accept this position, return this original letter with your signature and date indicating that you have read and fully understand the provisions of your employment as explained above. The enclosed copy of this letter is for your records.

We look forward to working with you and anticipate that your employment here will be rewarding to both you and the DEPARTMENT.

Sincerely,

NAME, TITLE

Enclosure: Graduate assistantship handbook and employee copy of appointment

I accept this position and the terms and conditions of employment as stated in this letter and the graduate assistantship handbook.

Graduate Assistant Signature

Date

Notes:



School of Graduate Studies
St. Cloud State University
121 Administrative Services Building
720 Fourth Avenue South
St. Cloud, MN 56301-4498

Phone: 320.308.2113
Toll Free: 1.800.369.4260
www.stcloudstate.edu/graduatestudies
graduatestudies@stcloudstate.edu



ST. CLOUD STATE UNIVERSITY