

# Graduate Assistantship Guidelines

## Assistantships

Teaching and research assistantships are available to full-time graduate students who meet the requirements listed under the Graduate Assistantship Guidelines. Stipends vary by program and college. Additional information is available from office of Graduate Studies.

### A. Nature of the Graduate Assistantship

The graduate assistant is expected to participate directly in either instructional, research, or administrative duties in support of the ongoing activities of the University's academic, research, and service units. The appointment is intended to be a learning experience for the graduate student and to facilitate the completion of degree requirements, help the student prepare for a professional career, and support the teaching, research, and administrative needs of the institution. It is the University's intention to make the assistantship an integral and valuable part of the student's graduate education. It should be viewed as an apprenticeship in teaching, research, or administrative service.

### B. Categories of Graduate Assistants

1. Graduate Teaching Assistant (GTA) - participates directly in teaching activities, such as the teaching of a course or holds responsibility for a laboratory section, or is assigned to specific instructional support or related activities. The University recognizes two levels of graduate teaching assistant responsibilities and activities, i.e., the Instructor Level GTA and the Assistant Level GTA.

- **GTA Instructors** directly communicate and interact with students in ways that lead to the conveyance of knowledge or skills required to successfully complete the course. Included in this category are graduate students who serve as instructors, laboratory supervisors, recitation leaders and tutors.

- **GTA Assistants** do not directly instruct students in the knowledge or skills imparted by the laboratory experience, instead, TA Assistants serve as graders, help the instructor research articles and materials to be used by the instructor in preparing lectures or handouts, or as laboratory assistants who prepare equipment solutions, etc.

2. Graduate Research Assistant (GRA) - participates directly in research or support activities conducted by faculty members or administrators. There are three sources of funding for GRAs: those funded through Commonwealth sources, those funded by local funds, and those whose stipends are paid by the Old Dominion University Research Foundation (ODURF) from grants and contracts.

3. Graduate Administrative Assistant (GAA) - participates directly in the support of the activities of a University administrative unit (e.g. student services or athletics).

### **C. Graduate Teaching Assistant Instructor Institute (GTAI Institute) Requirement**

1. All GTA-Instructors will be required to pass the GTAI Institute in order to receive a GTA stipend. GTA Assistants are not required to pass the GTAI Institute but must be approved and supervised by the appropriate faculty instructor. The Office of Graduate Studies will keep records of the students who have completed the Institute and will inform the appropriate departments of a particular student's eligibility for a Teaching Instructor assignment.

2. The Institute is offered twice a year during the week before fall and spring classes begin. All graduate assistants, including those who have research and/or other non-instructional assignments, are encouraged to participate in the Institute in anticipation of future Teaching Instructor assignments. Departments are encouraged to develop their own programs for training graduate teaching assistants. Such programs should be tailored to the specific needs of the discipline and department policies.