

THE SCHOOL OF TEACHING AND LEARNING

Graduate Associate (GA) Guidelines, Work Load, Stipends, and Fees

1. Three Graduate Associate positions are available in the School: Graduate Administrative Associate (GAA), Graduate Research Associate (GRA), and Graduate Teaching Associate (GTA).
2. A graduate student will be eligible for an associateship for 4 years. GRE scores in each category must generally be 500+ and have no more than 260 graduate credit hours earned. Any support beyond 4 years will be considered on a case by case basis, influenced by fiscal considerations, progress toward completion of degree, and the number of students seeking support.
3. Preference in hiring will be given to doctoral students over MA students, and to students who are enrolled in the School of Teaching and Learning.
4. Any international student who desires to be a GTA must work with the Spoken English Program to obtain certification for proficiency in Spoken English. This must be completed prior to the effective date of an appointment with the School. Contact: Spoken English Program, 075 Arps Hall, 292-5005.
5. Per University policy, "...student employees are not required to work on University designated holidays, and the holiday is taken by student employees without pay." (policy 10.10 –Student Employment <http://hr.osu.edu/policy/policy1010.pdf>) **Holidays therefore require the Graduate Associate to make up the time** during the quarter holiday occurs, in order to achieve the number of hours required by the work load guidelines.
6. **GA work load guidelines:** Appointments begin the week that contains the first day of classes and ends the week of final exams. Per the Graduate School: A 50% appointment represents an average of 20 hours of service for each week of the quarter. A 25% appointment represents an average of 10 hours of service for each week of the quarter. Although many positions call for a strict number of hours per week, flexible schedules are necessary for some positions. Example: a position has numerous tasks during the first, third, and eighth week of the quarter, but is very slow the fourth and fifth week. More hours can be scheduled during the heaviest weeks, and fewer hours during the slower weeks. These alternate schedules are made with the student's supervisor.

7. The following are work load examples for GTAs. Examples are per quarter, and should be used as guidelines for work assignments. Adjustments can be made due to course enrollment number, length of travel time, number of site visits required per week/quarter, etc. **International Graduate Students can be appointed no more than 50%. Please refer to the OIA website for further information** <http://oia.osu.edu/content/view/145/225/>

9. **Monthly Stipend Levels** for the 2009-2010 academic year (50% appointment levels shown). The School evaluates stipend levels annually.

Master's student	\$1069
Ph.D. student, first year of employment with School	\$1149
Ph.D. student, second year of employment with School	\$1176
Ph.D. student, third year of employment with School	\$1203
Ph.D. student, more than three years of employment with School	\$1229

10. Fees: Appointments of 50% or greater feature a fee authorization that pays tuition, general, and non-residential fees (if applicable) for each quarter of employment. **(Fees and School's Medical Subsidy portion should be posted no later than the 3rd week of the quarter.)** Fee authorizations are prorated for appointments less than 50% (example: a 25% appointment would pay one-half of the tuition, general, and non-residential fees {if applicable} for each quarter of employment). All appointments for three consecutive quarters (at the same FTE) carry with them an automatic fourth quarter tuition and general fee authorization.

As a 50% FTE or greater GA (this also applies to 4th quarter fee authorizations) , you must be registered for at least nine (9) credit hours each quarter, except during summer quarter when you must register for at least seven (7) credit hours. If you are post-candidacy you are to enroll into 3 credit hours anything more must be pre-approved. To hold a 25% FTE GA position, you must be registered for at least seven (7) credit hours each quarter. During the fourth quarter fee authorization, (you do not need to be on appointment to receive this benefit) the quarterly \$9.00 COTA fee, student health insurance, and any additional fees (e.g. lab/computer fees) are the responsibility of the student.

11. There is a policy for evaluation, reappointment and termination of GA's in the School of Teaching and Learning Graduate Studies Handbook Terms and conditions are described on pages 7-9.

- **All GA's should note that they must reapply (application located at <http://ehe.osu.edu/edtl/resources/>) annually for reappointment.**
 - GA appointments can be terminated prior to the end of an appointment period for several reasons described in the GS Handbook (p. 8).
12. Per the Graduate School Handbook, "A Graduate Associate who is considering additional employment outside the University should consult his/her graduate advisor. A careful evaluation of the impact of additional commitments on the student's academic progress, and on his/her GA responsibilities, should be made. Furthermore, the student should determine whether the Graduate Studies Committee of his/her program has an established policy governing this issue." {Section II.8.6.8}

**** All GA appointments and re-appointments are governed by the Graduate School Handbook and the School of Teaching and Learning Graduate Handbook. For more information: <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf> and <http://ehe.osu.edu/edtl/resources/downloads/handbook.pdf>