

# **GRADUATE INSTRUCTIONAL ASSISTANTSHIPS IN COMMUNICATION**

## **Overview**

In addition to traditional graduate assistantships offered through the UW-W School of Graduate Studies (see <http://www.uww.edu/gradstudies/gradassist.php> for more information), students seeking admission to the M.S. Communication program have the option of applying for a graduate instructional assistantship. Effective fall term 2011, Communication graduate instructional assistants (GIAs) assist in the instruction of Speech 110- *Fundamentals of Human Communication*.

All GIAs serve under the direction of a graduate faculty mentor who functions as the instructor of record for each course and is responsible for assigning final course grades. Responsibilities of GIAs typically include: assisting the faculty member in class, and/or leading discussions; overseeing classroom assignments and simulations; proctoring exams; preparing course materials; grading papers, exams, projects, speeches or performances; tutoring and facilitating exam reviews; developing exam items; holding office hours; and addressing student problems. Contact the Communication Department for a sample copy of a Speech 110 syllabus.

## **Conditions**

A full-time GIA at UWW is assigned three sections of Speech 110. As part of the assistantship, GIAs participate in a training program related to assisting in the Fundamentals course (typically this 3-day training is held one or two weeks prior to the start of the fall term). In addition, GIAs are required to enroll in Speech 796- *Seminar in Instructional Communication*, during the first fall term that they are a GIA. Speech 796 serves as an elective in a student's graduate program. In addition, GIAs are required to participate in periodic meetings between the Speech 110 graduate instructor of record and other graduate instructional assistants. Combined, all of the duties of a GIA are expected to entail 20 hours of service per week, or 320 hours over the course of a semester.

A GIA must be admitted and enrolled in the M.S. Communication Program in "good standing," and must maintain "good standing" status throughout his/her graduate program in order to keep the assistantship. A GIA must be registered for at least nine (9), but no more than twelve (12) graduate credits each semester, and commit to a minimum of 3 or 4 consecutive semesters of GIA appointment.

## **Compensation**

A full graduate assistantship grant for the 2012-2013 academic year is \$10,350 or \$5,175 for one semester. When funds are available, students who receive an assistantship of at least two-thirds of the maximum award for the academic year or semester will qualify for fringe benefits (such as health, dental and life insurance). Regular incidental fees charged by the University are paid by the student.

When funds are available, non-resident GIAs will also qualify for a remission of the non-resident portion of tuition costs. Graduate assistants who receive non-resident fee remissions for the spring semester may also have the out-of-state portion of their tuition waived for the following summer session. GIAs will be given shared office space and access to computers.

## **Application & Deadlines**

Applicants for a GIA position must submit all of their application materials (i.e., the application materials for admission to the M.S. Communication Program to the School of Graduate Studies, and the-GIA application materials to the Communication Department Graduate Coordinator) by **February 1, 2012** for full consideration for admission to the program for the fall semester 2012 and for full consideration for an assistantship. Typically, assistantships are limited to fall admissions. People who apply after the deadline will be considered for GIA appointments ONLY if there are available openings following the regular acceptance process.

## **Application & Deadlines (continued)**

Applicants must submit to the School of Graduate Studies:  
(see <http://www.uww.edu/gradstudies/addapps.php>):

1. A Graduate Program Application form;
2. An application fee; and
3. Official transcripts from relevant institutions.

Applicants must submit to the Communication Department Graduate Coordinator

(see <http://academics.uww.edu/commgrads/>):

1. A statement of goals (approximately 2-4 pages) discussing why you are pursuing graduate study and why UW-W is a good fit for you. At LEAST one paragraph of this goals statement MUST address (1) why you are applying for a graduate instructional assistantship position, and (2) why you are qualified to assist in teaching Speech 110.
2. Two letters of recommendation that address your likelihood of success in a graduate level program. In addition, be certain that at least one of your letters specifically addresses your ability to be a successful instructor.
3. A current copy of your resume addressing any relevant teaching and/or work experience that the Admissions Committee should be aware of to assist them in evaluating your potential to be effective in the classroom.
4. A sample of your analytical writing ability. This is typically a research-based critical reflection paper completed for an undergraduate course that is representative of your ability to write clearly and effectively. If you do not have an appropriate writing sample from your undergraduate coursework, you may contact the Communication Department Graduate Coordinator and he/she will provide you with an essay to analyze and a writing assignment to complete.
5. A copy of appropriate transcripts with GPA indicated (this copy is in addition to the ones that you send to the School of Graduate Studies).
7. The Communication Department GIA application cover sheet (see <http://academics.uww.edu/commgrads/forms.html>).

Finalists will be notified in writing and contacted for an interview approximately two-three weeks after the application deadline. Award recipients will be notified in writing and issued a contract letter approximately two-three weeks after interviews are completed. Acceptance of an assistantship is a contractual agreement to attend UWW for graduate school and fulfill the assistantship duties. Individuals who cannot fulfill the terms of the GIA contract must notify the UWW Communication Department and the School of Graduate Studies as soon as possible.

### Conditions

The School of Graduate Studies is authorized by the Board of Regents of the University of Wisconsin System to award graduate assistantships to selected full-time graduate students. Such awards, fringe benefits and nonresident fee remissions are conditional upon legislative appropriation of the funds for these programs.

All terms and conditions above are subject to change without notice. Final decisions as to the awarding of assistantships are made by authorized officials of the University.

### Mail, Fax or Email

School of Graduate Studies University of Wisconsin-Whitewater  
Roseman 2013, Whitewater, WI 53190  
Fax: 262.472.5027 [gradschl@uww.edu](mailto:gradschl@uww.edu) <http://www.uww.edu/gradstudies>

Graduate Coordinator Department of Communication University of Wisconsin-Whitewater  
Heide Hall 461, Whitewater, WI 53190  
Fax: 262.472.1419  
<http://academics.uww.edu/commgrads/>



# **COMMUNICATION GRADUATE INSTRUCTIONAL ASSISTANTSHIP APPLICATION COVERSHEET 2011-2012**

**Instructions to Applicant:** Please download this form as a Word document and fill in the information. When completed, mail this form (along with the other required application materials as listed below) to: ATTN: Communication Department Graduate Coordinator, UWW Communication Department, Heide Hall, UW-Whitewater, 800 West Main Street, Whitewater, WI 53190.

**Materials:**

1. A statement of goals (approximately 2-4 pages) discussing why you are pursuing graduate study and why UWW is a good fit for you. At LEAST one paragraph of this goals statement MUST address (1) why you are applying for a graduate instructional assistantship position, and (2) why you are qualified to assist in teaching Speech 110.
2. Two letters of recommendation that address your likelihood of success in a graduate level program. In addition, be certain that at least one of your letters specifically addresses your ability to be a successful instructor.
3. A current copy of your resume addressing any relevant teaching and/or work experience that the Admissions Committee should be aware of to assist them in evaluating your potential to be effective in the classroom.
4. A sample of your analytical writing ability. This is typically a research-based critical reflection paper completed for an undergraduate course that is representative of your ability to write clearly and effectively. If you do not have an appropriate writing sample from your undergraduate coursework, you may contact the Communication Department Graduate Coordinator and he/she will provide you with an essay to analyze and an assignment to complete.
5. A copy of appropriate transcripts with GPA indicated (this copy is in addition to the ones that you send to School of Graduate Studies as part of your application to the graduate program).
6. The Communication Department GIA application coversheet.

Be certain that all materials arrive PRIOR to the **February 1, 2012** application deadline.

<b>APPLICANT INFORMATION</b>					
Last Name	First	Middle Initial	Email Address	UWW ID	Social Security Number
Permanent Address	Street	City	State	Zip Code	Country if not USA
Local Address	Street	City	State	Zip Code	Area Code/Phone

Citizenship (Type or Print an X next to Your Selection):	Racial/Ethnic Heritage (Please Mark): (Optional)
<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> African American/Black
<input type="checkbox"/> Permanent Resident (immigrant) -	<input type="checkbox"/> American Indian or Alaskan Native
Alien Registration No. :	Affiliation:
<input type="checkbox"/> Non-immigrant Alien	Southeast Asian (check one)
Type of Visa :	<input type="checkbox"/> Cambodian, Hmong, Laotian, Vietnamese
	<input type="checkbox"/> Other Asian American/Pacific Islander
	<input type="checkbox"/> Hispanic/Latino
	<input type="checkbox"/> White, Non-Hispanic

Graduate Program Emphasis (Type or Print an "X Next to Your Selection):

- Mass Communication
- Corporate Communication