

GRADUATE ASSISTANTSHIP PROGRAM

Overview

Students enrolled in a graduate program in “good standing” status and registered for at least nine (9), but no more than twelve (12) graduate credits each semester are eligible to receive a graduate assistantship. Students receiving full assistantship awards are expected to perform 20 hours of service per week. Workloads for partial assistantships are reduced proportionately.

Graduate assistant assignments are typically made for Fall and/or Spring semesters, and involve duties relating to work as a research assistant, laboratory assistant, classroom assistant, etc. Graduate assistants do not teach college level classes.

The availability of graduate assistantships is contingent upon State budget allocations.

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-residents receiving at least a two-thirds award will also qualify for a remission of the non-resident portion of tuition costs for the corresponding time period. 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.

Application

To apply for a Graduate Assistantship, the following items must be completed and submitted:

- ❑ the (attached) application for a *Graduate Assistantship*;
- ❑ a goal statement (no more than one single-spaced page) indicating why you are pursuing a graduate degree in the discipline stated on the application-include comments on past education or professional achievements or future career goals; *and*
- ❑ students who have not already been admitted to a degree program must complete and return an application for admission to the School of Graduate Studies—applications cannot be processed until an official copy of each undergraduate and graduate transcript and the \$56 non-refundable admission application fee have been received by the School of Graduate Studies.
- ❑ a supervisor referral form is needed for all new applicants

Deadline

Completed applications should reach the School of Graduate Studies (2013 Roseman) by 4:30 pm on **15 February 2012** to receive full consideration, though later applications will be accepted and reviewed until positions are filled. Individuals applying after 15 February are encouraged to contact the coordinator of the graduate program to which they are applying.

Recipients will be notified in writing and issued a contract letter approximately six to eight weeks after the application deadline.

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

University of Wisconsin-Whitewater School of Graduate Studies Roseman 2013 Whitewater, WI 53190
 Fax: 262.472.5027 gradschl@uww.edu grad.uww.edu

GRADUATE ASSISTANTSHIP APPLICATION 2012-2013

Instructions to Applicant: Please download this form as a Word document and fill in the information in the sections below. When completed, forward this form (as an email attachment) to the UW-Whitewater School of Graduate Studies <gradschi@uww.edu> prior to the **15 February 2012** application deadline. Faxed and mailed applications will also be considered.

SECTION I: APPLICANT INFORMATION

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) - Alien Registration No. :		<input type="checkbox"/> American Indian or Alaskan Native		
		Affiliation:		
		Southeast Asian (check one)		
<input type="checkbox"/> Non-immigrant Alien	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 you are applying to at UW-Whitewater (Type or Print an X next to Your Selection):

College of Arts & Communication	College of Business & Economics	College of Education	College of Letters and Sciences
<input type="checkbox"/> Communication	<input type="checkbox"/> Accounting	<input type="checkbox"/> Communication Sciences and Disorders	<input type="checkbox"/> School Psychology
	<input type="checkbox"/> Business Administration	<input type="checkbox"/> Professional Development	
	<input type="checkbox"/> Business and Marketing Education	<input type="checkbox"/> Counseling	
	<input type="checkbox"/> School Business Mgt.	<input type="checkbox"/> Safety	
		<input type="checkbox"/> Special Education	

SECTION II: APPLICANT HISTORY

Education			
Colleges/Universities Attended:		Date Attended	Date of Graduation
Undergraduate Major:		Minor:	
Extracurricular College Activities:			
Please list International Experience (i.e. Study Abroad, Foreign Language):			
Work Experience (List recent and relevant experiences.)			
Name and Location of Organization		Dates	Position/Title
References			
Name		Address	Phone

SECTION III: SKILLS AND WORK PREFERENCES:

The list of competencies and work environment preferences that follow have frequently been found to be helpful in performing duties affiliated with graduate assistantships. Please answer honestly. Your responses will be used to better match your competencies and preferences with program needs.

Please rate your skill/experience level by marking the appropriate box, using the following ratings:
 1 = limited skill/experience; 4 = moderate skill/experience; 7 = extensive skill/experience

Research/Instructional Support Skills	1	2	3	4	5	6	7
<input type="checkbox"/> Library Research/Literature Review							
<input type="checkbox"/> Data Entry/Coding							
<input type="checkbox"/> Proofreading/Editing							
<input type="checkbox"/> Professional/Scientific Writing							
<input type="checkbox"/> Using Audio-Video Equipment							
<input type="checkbox"/> Planning and Organizing							
<input type="checkbox"/> Dealing with the Public							
<input type="checkbox"/> Telephone Skills							
Computer/Technology Support Skills							
<input type="checkbox"/> Macintosh Systems (System 7.5 or above)							
<input type="checkbox"/> Windows Systems (3.1/95/98/00/XP)							
<input type="checkbox"/> DOS Operating Systems							
Software Applications (Please list specific applications)							
<input type="checkbox"/> Word Processing _____							
<input type="checkbox"/> Spreadsheet _____							
<input type="checkbox"/> Database _____							
<input type="checkbox"/> Presentation _____							
<input type="checkbox"/> Desktop Publishing _____							
<input type="checkbox"/> Web Page _____							
<input type="checkbox"/> Multimedia _____							
<input type="checkbox"/> Statistical _____							

Please rate your tolerance/preference level by marking the appropriate box, using the following ratings:
 1=low degree; 4=moderate degree; 7=extensive degree

Work Environment Preferences	1	2	3	4	5	6	7
<input type="checkbox"/> Stress & Pressure							
<input type="checkbox"/> Managing Uncertainty							
<input type="checkbox"/> Working Autonomously							
<input type="checkbox"/> Working Under Direct Supervision							
<input type="checkbox"/> Personal Flexibility							

Office Personnel Use Only		
<p>APPLYING TO PROGRAM</p> <p>___ Undergraduate GPA</p> <p>___ Last Half UG GPA</p> <p>___ Admitted with Masters</p> <p><input type="checkbox"/> ELIGIBLE</p>	<p>ADMITTED INTO GRAD PROGRAM</p> <p><input type="checkbox"/> Good Standing</p> <p><input type="checkbox"/> Probation (admitted on or fell below 3.0)</p> <p>___ Graduate GPA (UWW)</p> <p>___ # of Graduate Credits Complete</p> <p>___ # of Credits Registered for present term</p> <p><input type="checkbox"/> NOT ELIGIBLE Comments on Eligibility _____</p>	<p>INCOMPLETE APPLICATION</p> <p><input type="checkbox"/> Grad School requirements missing</p> <p><input type="checkbox"/> Seeking Department approval</p>

