

Graduate Assistantship & Tuition Scholarship Policies

The following policies are applicable to all ETSU Social Work Graduate Assistants

All Graduate Assistant and Tuition Scholarship recipients are required to attend the ETSU Department of Social Work's Graduate Assistant Orientation prior to the start of their appointment. Attendance at this orientation is mandatory for all newly appointed Graduate Assistants (GA's) and experienced GA's.

Full-time Graduate Assistants perform 740 hours for the year or approximately twenty hours of service per week and halftime Graduate Assistants perform 370 hours for the year or approximately ten hours of service per week for their entire contract period.

Tuition Scholarship recipients are required to perform 120 hours of service per semester or approximately eight hours per week.

GA/TS contracts for the academic year extend from *August 15th*, approximately two weeks prior to the beginning of the Fall semester and proceed every week (except for administrative closings when the University is closed) to *May 15th*. All absences must be made up.

Please make the opportunity to contact and meet the faculty member(s) to which you are assigned. Your faculty member(s) will set scheduled times to meet with you, but even if they do not do so, please check with him/her at least once a week to determine what assistance he/she needs.

Graduate Assistants are required to perform whatever educational/departmental task assigned them. There is always general office work to be done, so DO NOT stand around the front office if your assigned faculty member does not have work for you. Please check with the Executive Aide to be assigned other office work.

Graduate Assistants are responsible to the faculty to whom they are assigned and the graduate support staff for documentation of the required GA work hours. This means a monthly timesheet. Your timesheets must be filled in each day as you leave and left in your assigned mailbox. This will help you keep up with how many hours you have worked and how many hours you still need to work to complete 10 hours per week. All timesheets must be turned in by the 10th of the month and be signed by each of the faculty members to which you are assigned.

The MSW student files are off-limits to all graduate students and Graduate Assistants. If you are asked to file or get something from these files, please tell the Executive Aide and she will do this for you. Tell your faculty member that you are not allowed to use these files.

Remember that while you are working in the department, anything you might hear in the office stays in the office, and should not be repeated to other individuals. If you have questions about anything you might overhear, feel free to address them confidentially with your faculty member or director. This is a place of business and we expect professional courtesy. Graduate Assistantships are awarded for one (1) academic year at a time and to full time (9 hours) graduate students only.

Selecting of Graduate Assistants is competitive, therefore awarding of a second-year graduate assistantship is based on continuing financial need and one's performance during the first year of their assistantship.

Evaluations will be done every academic year, approximately in April. A bad evaluation may result in termination. These evaluations must be signed by your faculty member and yourself.

Do not use your faculty member's office to do your work unless that faculty member gives you permission to do so.

You will be working with other Graduate Assistants and work-study students. Do not ask them to do work that you have been asked to do.

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From the ETSU Graduate Assistant / Tuition Scholarship Handbook

Online at: <https://www.etsu.edu/gradschool/documents/gats-handbook.pdf>

Evaluation:

Each department/unit is also responsible for developing a method of evaluation for graduate assistants and scholarship recipients. The results of the formal written evaluation of each graduate assistant/scholarship recipient must be filed with the School of Graduate Studies, at the end of each academic year and/or upon conclusion of the graduate assistant's/scholarship recipient's contract. The formal evaluation should be supplemented by periodic informal conferences or evaluations with the student's mentor. The results of all evaluations should be kept in the departmental/unit file. The methods used for both formal and informal evaluations should be explained to the student when the appointment is made. The purpose of the evaluations is to provide a supportive process that facilitates the attainment of the student's long-range professional goals. Thus, the student should be given constructive feedback regarding the outcome of each evaluation with suggestions concerning changes that the graduate assistant might make to improve performance. Additionally, the evaluation process is to ensure fairness in reappointment to the assistantship/scholarship. Finally, as part of the process, the evaluation may include the student's assessment of the experience.

Unsatisfactory Work and/or Termination:

If the work or conduct of the student is not satisfactory, the supervisor must discuss the issue with the student as soon as the supervisor becomes aware of unsatisfactory performance. If the work or conduct of the student continues to be unacceptable and corrective measures are necessary, then the student must be notified of this possibility in writing with suggestions for improvement. If improvement is still not forthcoming, the student must be notified in writing that he or she is being dismissed. Copies of letters of dismissal from graduate assistantships/tuition scholarships must be filed with Dr. McGee, Dean, School of Graduate Studies and with the dean of the college in which the student holds the assistantship/scholarship. The graduate assistant/scholarship recipient has the right to due process. If a student has reason to believe that he or she was dismissed without justifiable cause, the appeal procedure outlined in the ETSU GA Handbook (<https://www.etsu.edu/gradschool/documents/gats-handbook.pdf>) may be followed.

Resignation of Graduate Assistantship:

If a graduate assistant or tuition scholarship recipient decides to resign from their assistantship before expiration of the contract, the student must notify the School of Graduate Studies and their supervisor

in writing two (2) weeks before the date of resignation. If the student remains enrolled at East Tennessee State University, they may be required to pay tuition pro rata for the part of the semester following resignation from the assistantship.

Agreement and Signature

Please sign and date that you have read and will abide by these policies. I understand and agree to adhere to the NASW Code of Ethics.

Name (printed):

Signature:

Date: