Fall and Spring Assistantships

Requirements

Full-Time Enrollment
Students who receive a graduate assistantship must be enrolled in a minimum of nine (9) credit hours of graduate coursework applicable to their degree program. Students may enroll in additional courses, including those applicable to certification, but may not exceed 15 credits.

PLEASE NOTE: Full-time graduate assistantships cover a maximum of nine (9) credits of tuition per semester; fees NOT included. If a GA enrolls in more than nine (9) credits (15 credits a semester is the maximum a graduate student can schedule), they must cover additional tuition costs at their own expense.

Half-time graduate assistants will receive a 4.5 credit waiver per semester.

In order to receive and maintain an assistantship, students must:

- Be available to work the assistantship during regular business hours. Please note: Regular business hours for an office could be 8:00 am to 4:30 Monday through Friday while regular hours in a clinic could be 8:00 am to 9:00 pm Monday through Friday, including weekends. Be certain to check with your supervisor on typical site business hours.
- Graduate assistants may NOT have a second job on campus, nor are they eligible for student employment (work study) positions. Effective Fall 2018, NO exceptions will be made.
- Also effective Fall 2018, Student Affairs and non-academic work sites may arrange to start their GA up to ten (10) days prior to the first day of classes. However, they must maintain compliance with the total allotted hours for the semester. A GA with a faculty supervisor must follow the academic calendar (which comprises the first day of the semester up to the Friday before commencement) and is permitted to work only when the faculty supervisor is on campus.
- Contact their site supervisor as soon as possible to arrange a mutually agreeable work schedule.
- Maintain a course load of nine credit hours toward the student’s program of study.
- Not be a full-time employee elsewhere, at Edinboro University or any other off-campus location. (This includes internships and student teaching.)
- Assistantships are awarded on a year-by-year basis. Renewal is dependent upon satisfactory evaluations.
- Assistantships for academic programs that are 60 hrs. (such as MFA, Counseling, School Psychology and Social Work) may be extended to three years, depending upon program head approval and satisfactory evaluations.
- Graduate assistants do not work holidays, during breaks, or when the university is closed. If your supervisor requires you to work during spring break (for example, Athletics teams and graduate assistants travel during this time), it is important that you report that requirement to the Graduate School and Payroll.
- Graduate assistants must work on-campus and are not permitted to work from home.
- Complete a FAFSA application online at www.fafsa.gov before being eligible to work on campus. (This requirement is waived for international students.)
- Not exceed your approved hours for each semester. (Exceeding or not working the appropriate number of approved hours may result in non-renewal of a GA.) Once a GA achieves their allotted hours for the semester they will NOT be permitted to continue reporting hours or working at their site.

Payroll Requirements
- As a new Graduate Assistant Student Employee, you must visit the Payroll Office, located on the 2nd floor of Reeder Hall, to complete employment paperwork – you may NOT begin working until you have done so. If you have previously worked at EU, please see last bullet.
When you visit the Payroll Office, ORIGINAL documents must be presented to satisfy the Federal Employment Eligibility Verification (I-9). These documents may include your driver’s license or school ID AND your Social Security card or birth certificate. The Federal Employment Eligibility Verification (I-9) document is available on the Payroll website; a complete listing of all acceptable documents for Employment Eligibility Verification is printed on page 9.

**REMINDER: YOU ARE NOT PERMITTED TO WORK UNTIL THESE DOCUMENTS ARE PROVIDED TO THE PAYROLL STAFF IN REEDER HALL.**

The Pennsylvania’s State System of Higher Education requires all employees to present a signed Social Security Card at the time of employment.

Please bring with you a voided check or information from your bank (routing and account number) to sign up for direct deposit. It’s safe, it’s easier, and it’s reliable.

The Payroll office is located on the 2nd floor of Reeder Hall and they are open Monday through Friday, 8:00 a.m. to 4:30 p.m.

**RETURNING EUP STUDENT EMPLOYEES:** If you have changed your address or banking information since you were last employed, you MUST visit the Payroll Office prior to beginning work. If your documents are outdated or expired, we will contact you.

### Human Resource Requirements (Clearances)
1. As part of the student employment hiring process, you are required to complete 3 clearances, PA State Police Background Check, Department of Human Services (DHS) Child Abuse History Clearance and the FBI Fingerprint. The clearance process must be started prior to beginning your work assignment. Also, Edinboro University is covering the cost for all three clearances. The initial form to start this clearance process is found within the Payroll packet. If you already have current clearances (within 3 years) please be sure to bring them with you.

### Loss of Assistantship
- Failure to enroll in the required minimum of graduate credits is grounds for loss of the graduate assistantship.
- A GPA of less than 3.0 is grounds for loss of an assistantship.
- Exceeding allotted GA hours for a semester or during the summer, is grounds for removal of a GA, as is not working the required number of hours.
- “Working from home” is not permitted and is grounds for termination of a GA.
- Withdrawal from coursework that reduces the total number of hours of graduate coursework applicable to the student’s degree program during the semester is grounds for loss of the graduate assistantship.

Other exceptions to the requirements may be made by the Graduate Dean/Assistant Dean for extenuating circumstances after consultation with the Program Head of the student’s degree program. *It is imperative that students who have graduate assistantships who must enroll in fewer than the required minimum number of courses or who need to withdraw from a course during the semester first discuss this situation with their advisor and with the Program Head.*

### Speech Language Graduate Assistant Exception:
Effective Fall 2015, Speech Language Pathology graduate assistants will be eligible to receive a ¾ GA award which equates to 6.75 credits of tuition waiver for each of their two semesters, with a paid work assignment of 13.5 hours a week for 15 weeks during that same time. This exception is for SLP graduate assistants only at this time.

### Graduate Assistant Administrative Details
There are certain administrative details that you need to make sure are completed. Please see that the following are addressed. If there are any problems in the future, i.e., not being paid at the appropriate rate or for the proper number of hours, please contact Dr. Erinn Lake, Assistant Dean, immediately. This is your responsibility.
**Payroll**
Your hours are submitted every two weeks via e-time. (18 hours per week for full-time and 9 hours a week for part-time, while classes are in session). Please enter and sign your eTime entries every time you work.

**Paychecks**
The University operates on a two-week, after-the-fact, payroll. You can expect your first paycheck approximately a month after you start working. Pay stubs can be printed through eTime.

Graduate students should NOT work any hours at their site until their payroll forms are processed.

**Dress Code**
Graduate assistants are encouraged to dress professionally and as appropriate for their work site. They are also encouraged to wear EU attire and conduct themselves as professional role models across campus.

**Nepotism**
Graduate assistants will not be assigned to departments where they would report to or work closely with a family member. Knowingly accepting such an assignment may result in loss of assistantship.

**Graduate Assistant Hours**

**Full-time**
Full-time graduate assistants work a total of 18 hours a week for 15 weeks for a total of 270 hours each semester (this does not refer to summers or breaks). Hours that exceed 270 will be billed to the unit in which the GA is assigned.

**Half-time**
Half-time graduate assistants work a total of 9 hours a week for 15 weeks for a total of 135 hours (this does not refer to summers or breaks). Hours that exceed 135 will be billed to the unit in which the GA is assigned.

**Graduate assistants do not typically work during semester breaks. Any GA who is required to work during Spring Break or Thanksgiving Break (example: athletics) may do so but they must request prior permission from the Graduate School. Hours worked over break will count toward your overall hours for the semester.**

**Summer Assistantships**
An assistantship is awarded for the academic year (first and second semester) only. There are a very limited number of summer GA positions and they are not guaranteed. However, some offices on campus have the need for a Graduate Assistant to work during the summer sessions. If you work in an office where there is such a need, there are special guidelines for summer graduate assistantships.

**Summer Guidelines**

**Full-time graduate assistantship:**
- 6 hours of course work during the entire summer
- Waiver of tuition charges for 6 hours
- Required maximum work assignment of 200 hours

**Half-time graduate assistantship:**
- 3 hours of course work during the entire summer
- Waiver of tuition charges for 3 hours
- Required maximum work assignment of 100 hours
Any credit hours taken during the summer sessions in excess of the hours specified above will be the full financial responsibility of the student.

Any exception to these guidelines requires the approval of the Graduate Dean.

Summer GA work schedules are more flexible and maybe worked according to each site’s needs. (For example, more hours in August.) However, a GA should not exceed 37.5 hours in one week.

Pay Scale and Remuneration

Pay Rate
Graduate Assistants are paid at the rate of $7.50 an hour. Full-time assistants are required to work 270 hours per semester and will receive a stipend of $2,025 per semester. Half-time assistants are required to work 135 hours per semester and will receive a stipend of $1,012.50 a semester.

Terminating Assistantships
If you terminate your assistantship prior to the midpoint of a semester yet continue to take classes, you must repay the amount of the course tuition for the courses you were enrolled in during that semester. Repayment is determined according to the sliding scale listed on the Refund Page in the semester’s bulletin of classes. It will be your responsibility to notify the Graduate Office immediately of any plans to terminate your assistantship or any courses.

If you terminate your assistantship and withdraw from your classes prior to the end of a semester, you must repay the tuition and fees for the courses you were enrolled in during that semester. The Bursar’s Office will pro-rate the waiver based on the last day worked.

Evaluations
Each graduate assistant is evaluated twice a year by the work site supervisor. At that time, you will meet with your supervisor and discuss the evaluation in detail. This allows the opportunity for either party to discuss any deficiencies or expectations that are not being met.

Unsatisfactory performance will be immediately noted and discussions will occur between work site supervisor and student to try and improve performance. There may also be the need to relocate a graduate assistant to another work site in order to improve her/his performance. However, continued unsatisfactory performance is cause for loss of an assistantship.

Release Time for Professional Activities
Graduate students sometimes have the opportunity to attend professional conferences and programs. A Graduate Assistant can be excused up to 15 hours of a work assignment with regular pay per semester.

To attend a professional conference/activity, students must have the Request for Professional Release Time form signed by their program head and their site supervisor attesting to the academic nature of the program. A copy should be sent to the Graduate Office. Arrangements should be made with the work site supervisor at least two weeks in advance.

Charges for Graduate Students Taking Undergraduate Courses
Graduate students at Edinboro University of Pennsylvania are permitted and, sometimes, required to take courses at both the graduate and undergraduate level.

PLEASE NOTE: Graduate students are charged the graduate tuition rate for all coursework, including undergraduate courses.
Procedure for Changing Assistantship
Graduate assistants are not expected to change worksites during the course of their program. However, Graduate Assistants may request a change of assistantship for extenuating circumstances. The procedure for requesting this change is as follows:

1. A discussion with your current worksite supervisor that identifies any problems (if appropriate) and your intentions of finding another worksite.
2. Obtain the support of the head of your academic program to change to another worksite.
3. A letter must be written to the Graduate Office that outlines your justification for this change.

Every effort will be made to help make the transition as smooth as possible. However, students are discouraged from requesting this type of change unless there are extenuating circumstances or an academic basis for such a change.

Degree Students Who Desire to Change Curriculum
A student who has been admitted as a degree student in one curriculum but who now desires to change to another curriculum must complete the procedures which have been established for admission to the new curriculum. The student would initiate these procedures by writing a letter to the Graduate Office requesting a change of curriculum.

The Graduate Dean will, if the student is admitted to the new curriculum, inform her or him in writing of the credits previously earned that will be accepted as part of the minimum credit requirements for the new curriculum.

Assistantships
Graduate assistants who want to change their major must be aware that each program is allotted a specific number of assistantships to support graduate students enrolled in that degree program. A graduate assistantship awarded in one program will not be transferred automatically to another program. Therefore, a student with a graduate assistantship will have to re-apply for a graduate assistantship when there is a change of curriculum.

Policies
The following section identifies some University policies that are of special importance to graduate assistants.

Affirmative Action Policy
Edinboro University is committed to affirmative action for all persons in its educational programs, activities and employment practices. Please direct equal opportunity inquiries to the Human Resources and Social Equity Office, Edinboro University.

Job Descriptions
Each GA position should have a written job description outlining expected duties. Graduate assistants should discuss their job description with their site supervisor and sign off at the start of their assistantship so work expectations are clear. Graduate assistants are not permitted to perform duties such as grading or course instruction. Graduate assistants are not permitted to work unsupervised or from home. Graduate assistants are also not expected to perform tasks of a personal nature for their site supervisors. Any questionable assignments should be reported to the Executive Director of the Graduate School immediately.

Standards of Ethics for Graduate Students
It is expected that graduate students of the university will maintain the highest standards of ethics in connection with all phases of their graduate work. Any form of dishonesty, including lying, cheating, or plagiarizing* will not be tolerated.

*Plagiarism may be defined as the act of taking the ideas and/or expression of ideas of another person and representing them as one’s own. It is nothing less than an act of theft and, as such, is subject to University disciplinary action. The penalty for plagiarism may include a failing grade for the assignment in question and/or a failing grade for the course.
Clearly, plagiarism defeats the central purpose of education, namely, to enable one to think and formulate one’s own ideas. The student who has doubts about whether or not her/his work may constitute plagiarism should consult with the course instructor prior to submitting the work. The instructor can provide clear guidance on how the student can avoid committing this act of academic misconduct.

**Appealing a Grade**
When a graduate student’s grade has been adjusted because a faculty member has determined to her or his own satisfaction that the student was guilty of lying, cheating, or plagiarizing, the student may, if she or he feels unfairly penalized, appeal the grade by following the Grade Appeal Procedure.

A faculty member who adjusts a student’s grade because she or he has determined to her or his own satisfaction that the student was guilty of lying, cheating or plagiarizing is required to immediately notify the appropriate academic dean of this action.

**Loss of Assistantship**
- A graduate student will immediately lose her/his assistantship if found guilty of any form of dishonesty as described above.
- A graduate student will also lose his/her assistantship if they are found guilty of entering inaccurate hours into the e-Time system.
Questions/Answers Section

1. **Do I still get paid if I miss any hours due to sickness?**
   No. There is no sick leave. Any hours you miss you are required to make up if you seek payment for these lost hours. This can be done at the convenience of you and your worksite supervisor.

2. **If I attend a school function/conference, and I miss some scheduled work time, am I required to make this time up?**
   Not necessarily. Students may attend up to two conferences each academic year and are not required to make up the lost time. This must be approved in writing by the work site supervisor prior to attendance at the activity.

3. **As a graduate assistant, am I eligible to receive an employee parking sticker?**
   No. Only those graduate assistants who work in the residence halls can receive employee stickers.

4. **Do I have to reapply for a graduate assistantship each semester?**
   Read the conditions that apply to your particular program in your assistantship award letter.

5. **Can my assistantship be terminated prior to the completion of my degree?**
   Yes. Your assistantship can be terminated for any of the following reasons: (1) failure to maintain academic progress, and/or (2) failure to maintain adequate work site performance, and/or (3) exceeding, or failing to meet, approved total work hour allotment.

6. **Do I need a student identification card?**
   Yes. A graduate identification card is required of all students enrolled in a graduate course at Edinboro University of Pennsylvania to use university services. This card is required to charge out materials from the Baron-Forness Library, for admission and use of the computer labs, and can be used as admission to events on campus. It also is required in order to pick up your paycheck in the Bursar’s Office.

7. **Who can I contact for more information on GA assignments?**
   Dr. Erinn Lake, School of Graduate Studies and Research and School of Education, at (814) 732-1363 or via email at lakee@edinboro.edu.
Appendix A: Worksite Evaluation Form
## Edinboro University Graduate Assistant Worksite Evaluation

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Semester</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Program of Study</th>
<th>Banner ID @</th>
<th>Worksite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Worksite Placement Supervisor**

**Worksite**

**Instructions:** The site supervisor should evaluate the student objectively, comparing her/him with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. Please refer to the attached rating definition sheet in order to circle the number that best represents the student’s level of performance in each category. *Remarks are particularly helpful.*

1. **ATTITUDE:** Application to work.
   - Poor [ ]
   - 1 2 3
   - Excellent [ ]
   - 4 5
   - Not Applicable [ ]
   - Remarks:

2. **WILLINGNESS/ABILITY TO LEARN**
   - 1 2 3
   - 4 5
   - Remarks:

3. **DEPENDABILITY**
   - 1 2 3
   - 4 5
   - Remarks:

4. **INITIATIVE**
   - 1 2 3
   - 4 5
   - Remarks:

5. **ABILITY TO ORGANIZE WORK AND SELF**
   - 1 2 3
   - 4 5
   - Remarks:

6. **RESPONSE TO SUPERVISORS AND ADMINISTRATORS**
   - 1 2 3
   - 4 5
   - Remarks:

7. **QUALITY OF WORK**
   - 1 2 3
   - 4 5
   - Remarks:

8. **RELATIONS WITH PEERS**
   - 1 2 3
   - 4 5
   - Remarks:

9. **LEADERSHIP QUALITIES**
   - 1 2 3
   - 4 5
   - Remarks:

10. **ETHICS:** Demonstrated ability to make ethical decisions.
    - 1 2 3
    - 4 5
    - Remarks:

11. **DIVERSITY:** Active learning, advocacy or inclusion of people different than me.
    - 1 2 3
    - 4 5
    - Remarks:
12. SUPERVISION: Supervisory skills demonstrated in a variety of work-related situations.
Remarks:

<table>
<thead>
<tr>
<th>ATTENDANCE:</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUNCTUALITY:</td>
<td>Acceptable</td>
<td>Unacceptable</td>
</tr>
</tbody>
</table>

GENERAL COMMENTS:

Overall Performance: Excellent [ ] Very Good [ ] Average [ ] Fair [ ] Unsatisfactory [ ]

Supervisor’s Signature ___________________________ Date __________

I acknowledge that I have read this report and that I have been given an opportunity to discuss it with my supervisor. My signature does not necessarily mean that I agree with the report.

Student’s Signature ___________________________ Date __________

Please return completed form to: The School of Graduate Studies and Research
310 Scotland Road
Butterfield Hall, 145
Edinboro University of PA
Edinboro, PA 16444
Graduate Assistant Evaluations

The following definitions are designed to help you evaluate the graduate students fairly and consistently. Please make sure you review these prior to completing the evaluation. It is also important that the graduate assistant be familiar with the scale as described below.

<table>
<thead>
<tr>
<th>Number</th>
<th>Rating</th>
<th>Explanation of Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poor/Unsatisfactory</td>
<td>A rating of 1 means that the assistant’s performance with respect to the factor under consideration is below acceptable standards.</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
<td>A rating of 2 means that the assistant’s performance with respect to the factor under consideration no more than meets or occasionally falls below acceptable standards.</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
<td>A rating of 3 means that the assistant’s performance with respect to the factor under consideration meets and occasionally exceeds acceptable standards.</td>
</tr>
<tr>
<td>4</td>
<td>Very Good</td>
<td>A rating of 4 means that the assistant’s performance with respect to the factor under consideration frequently exceeds acceptable standards.</td>
</tr>
<tr>
<td>5</td>
<td>Excellent</td>
<td>A rating of 5 means that the assistant’s performance with respect to the factor under consideration consistently exceeds acceptable standards.</td>
</tr>
</tbody>
</table>

The Evaluation Meeting

This is the most important step in the evaluation process. The discussion should be under circumstances affording a relaxed and private interview.

Upon completion of the evaluation meeting, return the original form to the School of Graduate Studies and Research, 310 Scotland Road, Butterfield Hall - 145, Edinboro University of PA, Edinboro, PA 16444.
Appendix B: Example of GA “Intentions” Form

http://www.edinboro.edu/academics/schools-and-departments/graduate-studies/apply/graduate-assistantships/ga-intentions-form.html
GA Intentions Form

Please type in the following fields

First Name
Last Name
Banner ID
Email
Phone

Worksites

(Please select below which applies to you)

☐ I am not interested in an assistantship for next semester.

☐ I will graduate this semester.

☐ I will return for full-time graduate coursework and wish to remain in my assistantship, if recommended by my program head.

☐ I will return to EUP but will have a full-time internship/student teaching assignment and am, therefore, not eligible for an assistantship.

1. The following statement describes my duties at this worksite: "My duties are approximately ___% skills that I will be able to use in my profession."

☐ ☐ ☐ ☐ ☐

2. Describe your duties on a typical day:

☐ ☐ ☐ ☐ ☐

3. About what percent of your time would you say is devoted to clerical activities?

☐ ☐ ☐ ☐ ☐

4. My worksite supervisor has been a professional role model for me.

☐ ☐ ☐ ☐ ☐

5. This worksite has benefited my professional goals.

☐ ☐ ☐ ☐ ☐

6. I have learned new skills at this worksite.

☐ ☐ ☐ ☐ ☐

7. My worksite supervisor has monitored my work.
8. My worksite supervisor has asked me to work more than the allotted 18 hours (9 hours for 1/2 time assistants) per week.

9. Would you recommend your worksite to another student? If yes, why? If no, why not?

I certify that the information provided on this application is accurate and complete:
Signature of Applicant:

Date:

☐ Check this box if you are not a robot (for spam prevention).
Appendix C: Example of Request for Professional Release Time
Request for Professional Release Time for Graduate Students

Last Name    First    Middle

Banner Student ID @ __________________________

Address    City    State    Zip

Program of Study

Reason for Release Time: ____________________________________________________________

Date of Professional Activity: ______________________________________________________

Anticipated Number of Work Hours Missed: ____________________________________________

( ) I do support this request    ( ) I do not support this request

Site Supervisor    Date

( ) I do support this request    ( ) I do not support this request

Program Head    Date

( ) I do support this request    ( ) I do not support this request

Dean, Graduate Studies    Date

nr 2/6/13
Appendix D: Mid-Term GA Supervisor Compliance Form
October xx, 2018

Dear GA Supervisor:

This is a mid-term reminder that as a supervisor for a graduate assistant, you agree to supervise in accordance with The Fair Labor Standards Act and to provide a positive work experience. You agree to abide by all EU student employment policies and procedures.

- You are required to evaluate your GA each semester.
- You are required to review and approve e-time entries for your GA for each pay period.
- In approving their e-time, you agree to make certain that they are working to their allotted hours and that the hours are an accurate and honest accounting of work performed.
- You agree to take supervisory responsibility that the GA does NOT exceed their allotted hours which are:

<table>
<thead>
<tr>
<th>Half-Time GA (Social Work)</th>
<th>135 hours per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-Quarter GA (SLP)</td>
<td>202.5 hours per semester</td>
</tr>
<tr>
<td>Full-Time GA</td>
<td>270 hours per semester</td>
</tr>
</tbody>
</table>

- You also agree that the GA assigned to your cost center is working the appropriate number of hours to meet the conditions of their GA waiver. While students may not exactly achieve, for example, 270 hours, they should be with 10% of the required semester hours.
- Failure to abide by employment regulations could result in the loss of the GA award to the student and to your work site.
- Please sign and return this form to the Graduate School by 10/31/2018 in order to continue a GA at your worksite.

I hereby verify that the GA I supervise ________________________ is on track for their required work hours for Fall 2018. E-time has been audited and a written schedule is in place to make sure all requirements are met:

<table>
<thead>
<tr>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Appendix E:
Example of Semester Calendar for GA Work Schedule