

JANUARY 30, 2017
GRADUATE STUDENT ASSISTANTSHIP POLICY OF THE COLLEGE OF HRSM

HRSM General Principles for Graduate Assistantships

The Role of PhD Graduate Assistantships

PhD graduate assistantships promote graduate studies by providing developmental opportunities and financial support to qualified students who would like to join a community of scholars in respective fields within the College of Hospitality, Retail and Sport Management (HRSM). They are designed to promote apprenticeship programs under the direct supervision of designated faculty while fostering mutually beneficial relationships for both the student, faculty supervisor and the department. Duties and expectations shall be negotiated among them at the beginning of each semester. In exchange for a small salary (and tuition waivers where applicable), graduate assistants help foster the University's total education program by providing teaching, research or other academic services. Faculty to whom PhD GAs are assigned will give them a wide range of responsibilities associated with their assistantship. Their role will be to assist the person with whom they are working in a manner in which they see fit, but best designed to address a broad range of learning, discovery and engagement goals in their respective departments. Graduate assistantships provide graduate students opportunities to directly participate in the service mission of the university while providing critical professional training, preparing PhD students to enter the professoriate as competent and confident researchers and teachers.

Commitment to GAs

It is the duty of the College and its departments to treat all graduate assistants equitably with regard to both their stipends and their duties. The College and the departments will provide adequate training and supervision for graduate assistants. Graduate assistants will be evaluated each semester and receive feedback regarding their performance. University of South Carolina supports students of all backgrounds. Learning from differences in people, ideas, and opinions—as well as cultivating conditions which support their work and development—remains a core goal of the university and contributes to our vibrant social and academic makeup.

PhD Graduate Assistantships

Both the SPTe and HRTM units within the College of HRSM offer two types of assistantships to PhD students. They are:

a. Teaching Assistantship (TA) — Typically, the TAship starts after the first year and functions as an instructor of record. Duties are performed under the direct supervision of a faculty member, but the TA has substantial responsibility for the design and implementation of the course. TAs must attend a series of workshops for Teaching Assistants and have completed 18 credit hours of graduate course work. TAs receive a graduate assistantship of predetermined amount (set by the department) for 9 months for working 20 hours a week for the department. They are expected to be on USC campus until the end of the Spring semester for faculty and staff. They are responsible for any University and Departmental applicable fees and health insurance coverage. If health insurance is purchased as a student through the University, the College will pay \$500.00 in the Fall and \$500.00 in the Spring towards health insurance (Note: the College will not cover private or spousal health insurance). The bursar's office web site displays applicable fees <http://www.sc.edu/bursar/fees.shtml>. While departments try to assign graduate assistants to their major professor during their tenure at HRSM; TAships are administered according to the teaching needs of respective departments. Thus, each semester TAs may be reassigned to a different professor based on department's needs and students' performance while maintaining their major professor as their overall doctoral dissertation advisor. Although rare in practice, PhD students have freedom to choose and switch advisors if and when either side's expectations are not met or students' research interest change to an extent that it is challenging for an advisor to lead the student's dissertation. Such changes shall be done in accordance with accepted academic rules, courtesy, collegiality and with the full knowledge of the existing advisor, graduate program director and the chair of the department. A faculty taking up an academic position at any other institution shall lose the right to lead his/her students' dissertation committee(s). In such cases, mutually agreed-upon, reasonable and beneficial arrangements be made to find a volunteer PhD advisor from within the existing USC graduate faculty to help the students complete their studies. In the absence of such volunteer, it is the graduate program director's responsibility to help students move forward in the program.

b. Research Assistantship (RA) — A RA assists faculty in conducting academic research and projects. During their first incoming year, HRSM units employ all PhD students as RAs unless there is a priori agreement made before their arrival to the contrary. Typically, during their first year, PhD students work as research assistants but also must be mentored into teaching a class for which they will assume the instructor role during their second year.

Other policies pertaining to GAs: All GIAs must have attended a series of workshops for Graduate Teaching Assistants sponsored by the Graduate School.

- Graduate assistants usually qualify for in-state tuition,
- Graduate assistants may not work more than 20 hours per week and are discouraged from having additional employment on or off campus,
- Students on foreign government/institutional sponsorships without a departmental assistantship or students who are on individual faculty's projects still must teach one semester to make them competitive in the academic job market. In such circumstances, TAs will be paid as adjunct if they are not on PhD assistantships.
- A graduate student must be in good standing and be registered/enrolled for at least six graduate credit hours during fall/spring semesters. For the summer session. A graduate student must be registered/enrolled for a minimum of one (1) credit hour.

Most graduate teaching and research assistantships are awarded by college's individual departments. Along with tuition reductions (sometimes waivers) and stipends, students often gain valuable teaching and research experience.

Eligibility

To be eligible for an assistantship a graduate student must (1) be enrolled in a degree program and in good standing by maintaining at least a "B" average in all course work and (2) be registered for a least six graduate credit hours (one credit hour during summer). To maintain the assistantship the following shall be demonstrated: (3) attend at least one USC's Center for Teaching Excellence workshops and (4) perform their research duties to the satisfaction of their respective major faculty advisor and 5) satisfactorily perform work assigned by the department (e.g., teaching a class, help with faculty research). All GAs must also maintain and submit a portfolio of time sheets (once a month) describing the nature of work performed and hours dedicated to each duty to their advisor; at the end of the semester, a signed copy of the same documents must be submitted to the Associate Dean's office as well for record keeping.

Graduate Assistant Requirement

If you are a Graduate Teaching Assistant or Graduate Research Assistant for the first time at the University of South Carolina, you are required to attend [GRAD 701 \(1 credit hr\)](#), a university sponsored workshop. The graduate director in your department is responsible for your registration. It is the Graduate Assistant's responsibility to contact the graduate director to confirm the time, location and general information regarding GRAD 701.



Prior to performing teaching duties, a graduate teaching assistant must attend a university-wide or departmental-specific **TA Training workshop** hosted by the Center for Teaching Excellence - CTE.

International teaching assistants

In addition to participation in the TA Training Program, all **international graduate students** who anticipate serving as teaching/instructional assistants must attend a training workshop and receive a satisfactory evaluation of their oral English skills to be eligible for appointment as a teaching/instructional assistant.

- [For more information about the ITA Workshop and Assessment, visit the English Programs for Internationals website.](#)

English Proficiency

The South Carolina Legislature mandates that all instructors at the university have adequate proficiency in English. International graduate students for whom English is not the primary language can be appointed as teaching assistants only if oral proficiency in English has been evaluated as satisfactory by the faculty of the English Programs for Internationals (EPI).

Training For Admitted International Students

International students benefit from and are required to attend orientations designed to enhance their success as scholars and teachers.

International TA Workshop

All graduate students who will be newly appointed Teaching Assistants (TAs) during the upcoming academic year are required to participate in **TA Training**, which consists of two parts: (1) TA/IA Orientation, and (2) a semester-long course on teaching assistant development. We recommend that students do this during their first semester as soon as they start their studies.

International graduate students must additionally complete the International TA Workshop to be appointed as TAs. Pre-registration is NOT required. For more information on this workshop, and details on the English Language Proficiency Requirement, please call English Programs for Internationals (EPI) at 803-777-3867 or email epi-info@epi.sc.edu

1. International Teaching Assistant Workshop and Assessment (ITA)[required]
[http://www.epi.sc.edu/ita-workshop-and-assessment.](http://www.epi.sc.edu/ita-workshop-and-assessment)
 - English Programs for Internationals (EPI) is charged with assessing the English language fluency in speaking of all International Teaching Assistants (ITAs). These assessments allow the University of South Carolina to comply with the 1991 South Carolina law, "English Fluency in Higher Learning Act," that states:
"(C) Each public institution of higher learning shall establish policies to:
(1) ensure that the instructional faculty whose second language is English possess adequate proficiency in both the written and spoken English language." If a student fails this assessment, s/he will have to take classes to remedy this deficiency in order to qualify for a TA position. The departments are not responsible for the payment; students shall cover their own expense.

ISS ORIENTATION

All new international students, regardless of assistantship type, must complete the International Student Services (ISS) Orientation. Register for this [Orientation at the ISS Orientation Registration](#) page.

Developmental Work Plans

Overview

1. Job description (Attachment 1): Refers to teaching, research, and service activities identified by each faculty member as job tasks to be accomplished by a potential graduate assistant. Typically, new students entering the PhD program would already know whom they will work with. Master students should contact the graduate program directors and faculty advisor to learn more about assigned duties (this document largely pertains to PhD student assistants).

2. Work/Plan agreement (Attachment 2): This agreement should be viewed as a living document that identifies teaching, research, and service activities to be performed by the graduate assistant as negotiated between the GA and the assigned faculty. They should revisit these plans at the beginning of each semester (first week in September and the third week of January as a minimum). This document shall be viewed as a flexible, dynamic and evolving document as new activities and requirements do come up for both the faculty and graduate assistants. Changes to the agreement should be initialed by both the faculty member and the graduate assistant.

3. Performance review (Attachment 3): The aim of performance reviews is to help a faculty member to determine if a graduate student should be rehired, placed with a different faculty member, or replaced as a graduate assistant. These reviews are due at the end of each semester of the academic year (December 15 and May 1) to graduate program director's office; the performance reviews should be signed by both the faculty and the student. Performance reviews will be kept on file for review by other faculty per request.

Length of Service

Master's Graduate Assistants

Master's level GA positions may be held for up to two years, dependent upon performance and position availability.

Doctoral Graduate Assistants

Doctoral level TA positions may be held for up to 3 1/2 years depending upon performance and position availability. Extension is only possible for another year as an adjunct instructor for GA's with favorable performance reviews.

Commitment to Graduate Studies

It is the duty of the College and its departments to administer its graduate assistantship program in a manner that insures that graduate students with such appointments will progress towards their degrees in the most expeditious manner consistent with academic excellence.

Remuneration and Tuition Reduction

Students awarded graduate assistantships or fellowships often automatically qualify for in-state tuition. Check with respective departments for current rates.

USC Tuition & Fees

The following fees apply to the 2015-2016 academic year:

- **Resident Tuition:** \$6192 per full-time semester or \$516 per credit hour
- **Non-Resident Tuition:** \$13266 per full-time semester or \$1105.50 per credit hour
- **Additional Fees for Resident Tuition 17 hours and above:** \$80

- **Additional Fees for Non-Resident Tuition 17 hours and above:** \$170
- **Technology Fee:** \$200
- **Part-Time Student Technology Fee:** \$17
- **Student Health Fee:** \$174
- **Part-Time Student Health Fee:** \$116
- **Application Fee (Graduate School Application):** \$50
- **Application Fee Re-Admit:** \$15
- **Carolina Card Passport Photo:** \$10

For more information about university tuition and fees, visit the Office of the [Bursar webpage](#).

Commitment to Undergraduate Studies

Providing undergraduate education of the highest quality is central to the mission of the College. As such, all resources, including graduate students, must be allocated in a manner consistent with this mission.

Fiscal Responsibility

It is duty of the College and the Department to make effective use of the funds available to support graduate education. Allocation of funds for TA appointments depends on the instructional needs of the departments. Funding for RA (Research Assistant) positions depends on the research needs of departments and PIs and is conditional upon the availability of research funds of the responsible faculty, institute or center. Graduate assistantships are competitive awards that reward the most diligent, dedicated, and qualified graduate students.

Flexibility

In the application of the foregoing, the College recognizes the diversity existing within and among departments and programs as well as the standards that have been established among universities with whom we compete for quality students.

CODES OF CONDUCT

The Carolinian's Creed

The [Carolinian's Creed](#) expresses the values the university expects its students to adhere to in their peer and community relationships. Carolinian Creed Day and Creed Week bring together students, staff, faculty, and the community to work on programs and projects that speak to the values in the Creed.

EQUAL OPPORTUNITY

University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status. The mission of the [Office of Equal Opportunity Programs](#) is to ensure that applicants for employment, employees, and prospective and enrolled students of the University of South Carolina are protected against discrimination. If you have an inquiry regarding equal opportunity or affirmative action at USC, contact EOP at:

The Office of Equal Opportunity Programs
 University of South Carolina
 1600 Hampton Street, Suite 805

Columbia, South Carolina 29208

Phone: (803) 777-3854

FAX: (803) 777-2296

Attachments

Attachment 1: Timeline

August	Mandatory TA (teaching assistant) orientation and International Teaching Assistant Workshop and Assessment (for international students only)
August 16	Submit job description electronically to administrative office
September/January 15	Work agreements/plans (new or revised) due to administrative offices of each unit for file. Modified work agreements do not need to be re-filed, but both faculty and graduate assistant should maintain an initialed copy of the modified agreement.
December 15	Performance review form due to administrative office for file. Performance reviews will be available for faculty and the Graduate faculty committee to review for future placement of graduate assistants.
January 15 (for the following Fall semester)	Job descriptions made available to potential graduate assistants (available online & emails). Assistantship letters go out. Work agreements due to administrative office for file (if no changes, new form does not need to be filed).
May 5	Performance review forms along with time sheet portfolios are due to administrative office for file. Performance reviews will be available for faculty and the Graduate faculty committee to review for future placement of graduate assistants.
Early May	A sub-committee from the Graduate Faculty committee lead by the Graduate Program director will meet to assign graduate assistants to faculty for the fall semester. Unless requests for change are made, fall assignments will carry over to the spring semester.

Attachment 1: Job Description

Developmental Work Plan for Graduate Assistants
Job Description: To be placed on file by January 15 each academic year

Graduate Assistant Name:

Faculty Supervisor Name:

Developmental Period: ____ Fall 20__ ____ Spring 20__ ____ Summer 20__

Teaching: Examples of teaching activities include setting up classrooms, obtaining course materials, making photocopies, teaching segments of courses, establishing or monitoring BlackBoard sites, making handouts, creating PowerPoint slides/lecture notes, shadow grading graduate assignments, suggesting readings or activities for possible course adoption, co-teaching undergraduate courses.			
Objectives	Target Completion Date	Evidence of Accomplishment	Opportunities for improvement
		Projected: Actual:	
		Projected: Actual:	
		Projected: Actual:	
		Projected: Actual:	

Research: Examples of research activities include: Conducting database searches for literature, writing literature reviews, analyzing quantitative/qualitative data, collecting data, taking IRB classes, writing IRB requests, co-authoring publications, maintaining referencing databases, assisting with publication formatting, editing articles, researching requests for grant proposals, presenting co-authored publications at conferences.			
Objectives	Target Completion Date	Evidence of Accomplishment	Opportunities for improvement
		Projected: Actual:	
		Projected: Actual:	
		Projected: Actual:	

		Projected:	
		Actual	

Service: Examples of service include: Organizing faculty materials, providing general faculty support, taking minutes for committee meetings, engaging in voluntary service activities, supporting fellow graduate students, maintaining faculty calendars, scheduling conferences, managing local conferences, gathering data for and author nomination packets for university awards, helping plan programming for departmental students, mentoring fellow students.			
Objectives	Target Completion Date	Evidence of Accomplishment	Opportunities for improvement
		Projected: Actual:	
		Projected: Actual:	
		Projected: Actual:	
		Projected: Actual	

Faculty Supervisor Signature

Date

Graduate Assistant Signature

Date

Graduate Assistantship Performance Review (both for TAs and RAs)

Student Information:

Student name:

Academic Year:

Semester:

Assigned faculty:

Student Ratings (please rate your department assigned Graduate Assistant in terms of the criteria below. Please be mindful that qualitative comments would help us interpret the numerical assessment and areas of improvement.)

	Poor	Below expectations	As expected (average)	Exceeds expectations	Excellent
Attendance					
comments:					
Work completion:					
comments					
Motivation:					
comments					
Quality of the work					
comments					
Dependability					
comments					
Communication/ listening skills					
Comments					
Overall rating (average the scoring above)					

Additional Comments:

Overall Assessment:

_____ Rehire, I would like to work with this graduate student

_____ Rehire, assign to a different faculty member (overall performance must be exceeding expectations or better)

Reason:

_____ Do not hire

Faculty Supervisor Signature

Date

I do/do not agree with this performance assessment. (optional)

Graduate Assistant Signature

Date