

Guideline: Graduate Assistantships

Under close supervision of a faculty member, **Graduate Assistants (GA)** assist faculty with various professional and technical duties associated generally with the subjects or programs in which the Assistant is doing graduate work. **Graduate Teaching Assistants (GTA)** are appointed to assist faculty with the teaching of a class. The faculty member remains responsible for conducting the class and grading.

Job responsibilities can include the following:

Graduate Assistants (GA)	Graduate Teaching Assistant (GTA)
<ul style="list-style-type: none"> ▪ Monitor instructional and service studios, labs (computer, video, photo, shops, etc.) ▪ Mentor students on the use of technical equipment and software in studios/labs ▪ Clerical support for faculty/program: <ul style="list-style-type: none"> ▪ Copy/upload course materials ▪ Assist faculty with program's online social media presence ▪ Publicize program events and activities to campus and public constituencies ▪ Assist faculty in program recruitment: <ul style="list-style-type: none"> ▪ Meet face-to-face with candidates and conduct informational tours ▪ Manage specific projects related to the promotion of the graduate program and the recruitment and enrollment cycles ▪ Assist faculty engaged in scholarly research: <ul style="list-style-type: none"> ▪ Collect and arrange data ▪ Summarize reports ▪ Research literature and compiling bibliographies ▪ Assist in the conduct of experiments 	<ul style="list-style-type: none"> ▪ Teach undergraduate classes (not as the instructor of record) ▪ Provide artistic critique ▪ Grade student assignments ▪ Prepare presentations for lectures ▪ Deliver lectures ▪ Proctor exams ▪ Lead studio/lab or discussion groups in a course setting ▪ Develop academic instructional materials from approved course content ▪ Tutor and mentor students on course content and assignments ▪ Maintain office hours to provide instructional support
<p>Graduate Assistants are not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students, nor are they assigned responsibility for instructing the entire enrollment of a class, or for providing the entire instruction of a group of students enrolled in a course.</p>	<p>GTA's do not determine and post the term grade for students. They can make recommendations of final grades for students to the instructor of record to review and post.</p>