

**UNIVERSITY OF SOUTH ALABAMA
APPLICATION FOR GRADUATE ASSISTANTSHIP**

Page 1 of 2: This section must be completed by applicant.

Type of Assistantship Applying For:

- Research Graduate Assistantship-primary duties concerned with research
- Teaching Graduate Assistantship-classroom instruction duties as well as other academic support duties (**dept. MUST submit qualifications portfolio- see bottom of page 2 if GTA is the primary instructor of any course/s**)
- Graduate Assistantship I-duties more than 50% devoted to research and teaching.
- Graduate Assistantship II-duties less than 50% devoted to research and teaching.

| | | |
|-----------------------------|-------------------|---------------|
| NAME | JNUMBER | SSN |
| CURRENT ADDRESS | APT. NO. | |
| CITY | STATE | ZIP |
| HOME PHONE | CELL PHONE | E-MAIL |
| SEMESTER/YR ADMITTED | COLLEGE | DEPT |

EDUCATION

| COLLEGE/UNIVERSITY | LOCATION | DATES ATTENDED | DEGREE/MAJOR |
|--------------------|----------|----------------|--------------|
| | | | |
| | | | |
| | | | |

WORK EXPERIENCE

| EMPLOYER | LOCATION | DATES | POSITION |
|----------|----------|-------|----------|
| | | | |
| | | | |
| | | | |

ACADEMIC HONORS/PROFESSIONAL ACTIVITIES/ SPECIAL SKILLS/AREAS OF EXPERTISE

| | |
|-------------------|--|
| HONORS | |
| ACTIVITIES | |
| SKILLS | |

REFERENCES-Applicant is responsible for contacting the listed references and having letters of recommendation sent to the department to be forwarded to the graduate school in a complete application packet.

| NAME | TITLE | ADDRESS | TELEPHONE |
|------|-------|---------|-----------|
| | | | |
| | | | |
| | | | |

How will this graduate assistantship further your career goals?

Applicant Signature: _____ Date: _____

Page 2 of 2: This section must be completed by the Department/College in order to be processed.

Applicant Name _____ **JNumber** _____

Appointment Requested:

New Appointment _____

Reappointment _____

Period of Appointment (semester/year):

To begin _____ / _____

Through _____ / _____

Amount of Assistantship \$ _____

Appointment Type and Source of Funds (check/fill-in all applicable information)

| Appointment Type | | Source of Funds-Stipend | | Fund Number | Source of Funds-Tuition | | Fund Number |
|------------------|--|-------------------------|--|-------------|-------------------------|--|-------------|
| Research | | Graduate School | | | Graduate School | | |
| Teaching | | Grant/ Contract | | | Grant Contract | | |
| Administrative | | College/Department | | | College/Department | | |

Please enter fund number (fund-org-prog) to charge if not funded by graduate school.

Comments:

Current Academic Status Regular _____ Provisional _____ (check one).

APPROVALS:

Department Chair _____ **Date** _____

Director of Graduate Studies _____ **Date** _____

Dean of the Graduate School _____ **Date** _____

NOTE: The following supporting materials must be attached to this recommendation for GA & GRA application;

1. Student transcripts (unofficial) or grade reports (**MANDATORY FOR ALL FIRST TIME APPOINTMENTS AND FOR REAPPOINTMENTS ONLY AT THE BEGINNING OF EACH ACADEMIC YEAR**)
2. Three letters of recommendation (mandatory for first time appointments). Students should contact references to request letters.
3. Graduate Personnel Action Form (mandatory for EACH appointment).

GRADUATE TEACHING ASSISTANTS: To comply with SACS requirements we also require the following:

Note: Do not gather this documentation until it is confirmed you will be a teaching assistant.

1. Cover page, listing: Institution (University of South Alabama), Academic Program (Graduate Major), Graduate Teaching Assistant's Name, Supervising Faculty Member's Name
2. Curriculum Vitae
3. CURRENT Course syllabi for courses the GTA has been approved to teach at the University of South Alabama. Must list the GTA's name, course number and semester/year to be taught.
4. *Please submit the above requested information in a PDF (#1, 2 and 3 only) labeled as:
firstnamelastname_collegeabbreviation_departmentabbreviationportfolio.pdf (EX: JillSmith_AS_HYportfolio.pdf
5. OFFICIAL Transcripts showing graduate level coursework must be submitted directly to the Graduate School Office (GTA must have earned at least 18 graduate semester hours in their teaching discipline).
6. Prospective GTA's must also complete and submit the BIOGRAPHICAL DATA FORM at and the BACKGROUND INVESTIGATION FORM at <http://www.southalabama.edu/departments/eforms/academicaffairs/index.html>