

ACADEMIC YEAR 2007-2008

GRADUATE COLLEGE STATEMENT OF UNDERSTANDING

**BOWLING GREEN STATE UNIVERSITY
GRADUATE ASSISTANTS AND FELLOWS**

1. Unless explicitly specified on the contract, appointees must be full-time students during the term of their appointment. For the purposes of this contract a full-time student is one who registers for a minimum of 12 graduate credit hours per semester during the academic year (16 hours for dissertation fellows). Registration in undergraduate courses or classes graded as an "audit" cannot be used to meet the 12 hour requirement. In the event there is a problem in meeting these registration requirements, appointees should contact the graduate coordinator in their academic program. All requests for exceptions must be approved by the Graduate Coordinator and the Dean of the Graduate College.
2. Appointees must register each semester/session prior to the published deadline for payment of fees without penalty (i.e., the last business day before classes begin) and maintain the minimum registration requirement throughout the semester.
3. Appointees are given service assignments by the employing office according to the following formula:
.50 = an average of 20 hours/week; .44 = an average of 17.5 hours/week; .38 = an average of 15 hours/week; .31 = an average of 12.5 hours/week; and .25 = an average of 10 hours/week. Service assignments may involve instruction (teaching a class under appropriate faculty supervision or teaching recitation or laboratory sections of lecture classes), instructional support (grading, preparation of laboratory activities, helping students in computer or writing laboratories, etc.), administration (office assignments) and research (providing support for faculty research projects). The employing office determines appointees' specific assignments and is responsible for supervising their work. Dissertation Fellows do not receive service assignments.
4. Because academic success is the primary goal of graduate study, graduate assistants are discouraged from working more than 20 hours per week, including the assistantship assignment, when classes are in session. Graduate assistants should confer with their graduate coordinators before accepting additional employment.

United States citizens, nationals and lawful permanent residents of the U.S. are not limited to the number of hours per week they can work on campus. However, the Immigration and Naturalization Service (INS) limits international students with F-1 and J-1 visas to 20 hours of work per week on campus while school is in session. During official school break periods, students with F-1 and J-1 visas may work full-time [C.F.R. 2(f)(9)(i)]. Student employees are responsible for complying with employment policies of BGSU and the INS.

Dissertation Fellow appointees may not engage in any employment during the period of their appointment.

5. Appointees are responsible for being aware of university rules and regulations relating to their service assignments, what is expected of them, and who is supervising their work. Questions or problems concerning assignments should be resolved within the employing office whenever possible. Non-performance or mal-performance of service assignments will result in the termination of an appointment by the Dean of the Graduate College.
6. Appointees must make satisfactory degree progress and maintain good academic standing. Failure to do so may result in the termination of an appointment by the Dean of the Graduate College.
 - a. Satisfactory degree progress includes (i) conformance to policies concerning minimum hours of registration per semester, (ii) successful completion of the courses attempted each semester, and (iii) successful completion of other degree requirements (e.g., comprehensive or preliminary examinations).
 - b. Good academic standing includes (i) a minimum grade point average of 3.0 for master's students and 3.20 for doctoral students, and (ii) no more than two "Incompletes" on a student's record at any given time.
7. All first semester appointees are required to participate in the Graduate Student Enhancement Program (GradSTEP). The program is designed to prepare Graduate Assistants for the teaching, research and other experiences, which

form essential components of their educational programs. The program is conducted in August during the week prior to the start of Fall classes. Appointees will be notified as to the exact dates and times involved. Appointees signing contracts too late to participate in the August program will be required to attend a professional development program class during Fall Semester. Students whose appointments begin in the Spring or Summer semesters will be either required to attend a professional development class that term, or to attend the next August program.

8. Appointees must provide proper documentation to verify employability by completing an I-9 form upon arrival on-campus in accordance with the provisions of the Immigration Reform and Control Act of 1986. You will be ineligible for all related contract benefits including the tuition scholarship grant until you successfully complete the I-9 verification process. This form must be completed in person after your arrival on campus.
9. Appointees must complete the Ohio Department of Public Safety *Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization* form (DMA). An answer of “yes” to any question, or the failure to answer “no” to any question on this declaration will void the appointee’s contract and make them ineligible for all related contract benefits including the tuition scholarship grant.
10. Pursuant to provisions of Sect. 3345.15 (Ohio Revised Code) and University Patent Policy, all rights to any discovery/invention resulting from research or investigation conducted by appointees shall be the exclusive property of Bowling Green State University. Under the University Copyright Policy, academic works such as student papers, theses or dissertations are the property of the author(s).
11. Graduate Assistant contracts are funded from a variety of sources within the University as well as grants/external funds. Contract renewals are subject to the continuing availability of funds as well as individual department standards and guidelines regarding the number of years required to complete a degree in the student’s field of study. Students should contact their graduate coordinator and/or assistantship supervisor to discuss their options for contract renewal after their initial contract ends.

Classroom teaching is the most sensitive assignment for a graduate student. The Faculty Charter of the University specifies that Graduate Assistants are not members of the faculty, thus they are subject to faculty supervision in the conduct of their teaching. The following general guidelines are provided to prevent misunderstandings concerning the role and responsibilities of graduate students who teach:

- a) Conduct classes or otherwise assist in instruction in accordance with directions from the faculty member (supervisor) in charge of the course. In a multi-section course, adhere to the syllabus when one has been established.
- b) Meet assigned classes at approved or scheduled times and places. Secure approval, through the supervisor, for any changes in the schedule.
- c) Inform the supervisor in advance, and through him/her, the Department Chair of any inability to meet classes. Emergency absences should be reported as promptly as possible.
- d) Give and grade quizzes, examinations, papers, etc. in a manner which meets with the approval of the supervisor.
- e) Confer with the supervisor concerning grading practices in the department and assign course grades accordingly. Review assigned grades with supervisor prior to submitting them to the Registrar. Questions or challenges that cannot be resolved between the supervisor and graduate student are to be resolved at the departmental level.
- f) Report to the Chair of the department, through the supervisor, any incidents involving cheating, intimidation, or other interference with a class.