

Northern Michigan University
Graduate Studies Office
Marquette, MI 49855-5322

Application for Graduate Assistantship

Name _____ Date _____
(Last) (First) (Middle/Maiden)

Address _____ Phone _____
(Street) (City) (State) (Zip)

Date of Birth _____ NMU IN _____

Degree(s) held or expected _____ Major _____ Minor _____

Degree granted by _____ on _____
(College or University) (Month/Year)

Number of semester hours in field of graduate study: Graduate completed ____ Undergrad ____

Total graduate hours _____ Overall undergraduate (cumulative) grade point _____
(If any)

Grade point average in undergraduate major _____

List Employment Experiences for the Last Five Years (Most recent first)

Name of Employer	Address	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Provide names and addresses of three (3) professional references who will write letters of support of your application for an assistantship.

1. _____
2. _____
3. _____

Indicate the Graduate Assistant position for which you are applying, or the department to which this should be sent: _____

NOTE: If you are not applying to a specific opening, this application will be held in the Graduate Office. Please contact the Graduate Office if you later find a department to which you you're your application sent.

Send materials relative to this application to: Graduate Office, Northern Michigan University, 1401 Presque Isle Ave., Marquette, MI 49855.

Graduate Assistantship General Information

A number of graduate assistantships are available each year in selected departments. This form will be forwarded to the specific department to which you are applying. You are encouraged to check with the department for any additional application materials that are required. Graduate Assistantships are awarded to highly qualified student on the basis of academic merit.

Purpose

Graduate assistantships provide students with opportunities that complement and enhance their graduate education and give them experiences appropriate to the professional, academic, or research career for which they are studying. They also provide financial assistance to students pursuing full-time graduate education.

Qualifications

To qualify for a graduate assistantship, a student must:

1. Be enrolled in a degree program with regular admission
2. Have been a graduate assistant for less than two academic years

Once appointed, the graduate assistant must:

1. Be enrolled in at least six, but no more than 10, credits of graduate work that is relevant to the declared program of study during the fall and winter semesters. A six-credit load does not substitute for the required number of credits to be a full-time student. A minimum of eight credits must be taken during the fall and winter semesters to qualify as a full-time student.
2. Maintain an overall graduate grade point average of 3.0
3. Meet the qualifications as determined by the nature of the particular assignment
4. Satisfactorily perform the duties assigned as evaluated by the faculty supervisor
5. Make satisfactory progress toward the completion of the degree.

Responsibilities

The duties of a graduate assistant will be designed to complement the student's graduate program. The duties assigned to the graduate assistant are subject to the approval of the Dean of Graduate Studies, and may include teaching/supervising lecture or laboratory sections under the guidance of a faculty member; assisting in research projects for a department or individual faculty member; grading papers; developing curriculum materials; assisting in educational or service projects of the department; and performing limited clerical duties. A graduate assistant's work load consists of up to 20 hours per week, or an equivalent teaching load during the fall and winter semesters.

Graduate Assistant Stipend/Tuition Scholarships

Stipends for graduate assistants have been standardized for full-time appointments. Salary and tuition reduction fees are stated in both the contract and the job description for each position. The total stipend is divided over the period of the appointment, and paid on a biweekly basis.

Graduate assistants normally receive graduate tuition scholarships for the fall and winter semesters for up to 16 credits for the academic year. This scholarship also covers the University fee and the Student Activities fee.