GS Form #12 5/17

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:**_____

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 REAPPPOINTMENTS 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**