



Monte Ahuja
College of Business

Graduate Assistant APPLICATION

APPLICATION PROCESS

Your application and resume will be distributed to appropriate College of Business Departments. Should your qualifications match a current opening in one of the departments, you will be contacted by that department. All applications will stay on file for two semesters.

TERMS OF THE ASSISTANTSHIP

Assistantships are awarded only to students with superior academic records and who qualify at the time of their enrollment as regular graduate students as defined in the CSU Graduate Bulletin: Graduate Catalog. Students must have **an undergraduate grade point average of at least 3.00, a graduate grade point average of at least 3.00** (where applicable), to qualify for, and to retain, an assistantship.

Both full-time and half-time Graduate Assistants must register for a **minimum of 9 or 12 credit hours at, or above, the 500-level** during the contract period for the semesters specified. Exceptions to the minimum registration requirement require the written approval of the Graduate Dean. In general, doctoral-level Graduate Assistants register for 12 credit hours after reaching the dissertation stage in their program of study.

All Graduate Assistants are required to attend the University's Graduate Assistant Orientation Program (GAOP) during the first term of employment. GAOP information is available from the Graduate College Office (216-687-9370).

Students may be retained as Graduate Assistants as long as they currently are registered for the appropriate number of credit hours, have earned less than a total of 173 hours of graduate credit, are in good academic standing (cumulative graduate GPA of at least 3.0), are performing their duties to the satisfaction of the units in which they hold the appointment, and are making acceptable progress toward the completion of their graduate degree programs. The number of semesters that a student may be retained as a Graduate Assistant is determined by the unit sponsoring the assistantship; however, normally master's degree students do not receive more than six semesters of assistantship support while doctoral students normally receive a maximum of twelve semesters of assistantship support including all assistantship support received as a master's degree student within any Cleveland State University program(s).

WORK RESPONSIBILITIES

All student employees of the University, including Graduate Assistants, are limited to a **maximum of 20 work hours of service per week** during the semester. Graduate Assistants on half-time contracts (10 work hours per week) must, therefore, limit other University employment to 10 hours per week for a total not to exceed 20 hours per week. Graduate Assistants on a full-time (20 work hours of service per week) contract may not hold other employment either on or off campus.

TEACHING ASSISTANTS, WHOSE FIRST LANGUAGE IS OTHER THAN ENGLISH

There are TWO options to demonstrate proficiency:

- 1 Take the internet-based TOEFL(iBT) offered by ETS at testing centers overseas and in the United States (none in northern Ohio). See the ETS web site for more information: www.toefl.org/toefl The Speaking section score will be used for evaluation of proficiency.

- OR -

- 2 Take the SPEAK test at the CSU Testing Center. (Students are required to pay a \$125 fee.)
 - It will take about 6 weeks to get results from iBT or about 2 weeks to get the results of the SPEAK test.
 - The evaluation of the SPEAK test is managed through the English as a Second Language Program, but the test is taken at the Testing Center. The process for taking the SPEAK test at CSU can be found here: www.csuohio.edu/sites/csuohio.edu/graduate-studies/files/SPEAK%20Test%20Procedures.pdf
 - Depending on the student's score, the student will be cleared to accept a teaching assistantship without restriction or will need to participate in a class before doing so. Two courses are offered for graduate credit (2 credits): ESL 503, Intermediate English as a Second Language Speaking Skills, and ESL 504, Communication Skills for International Teaching Assistants. The expenses for these classes are the students' responsibility. Tuition waivers can be used, upon approval.

Questions about the SPEAK test should be directed to the ESL Program Director at x9669.



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Graduate Assistant/Tuition Grant APPLICATION

In compliance with State Law, International Teaching Assistants, Tutors, and Computer Lab Monitors whose native language is other than English must take and pass a test of spoken English before they can be hired. This test must be taken and passed before a contract will be signed. For more info: www.csuohio.edu/business/student-services/graduate-assistantships

I am applying for:

Tuition Grant
 Graduate Assistantship
 Program you are enrolled _____
 Expected date of graduation _____
 Position applying for _____

Contact Information:

Name _____
 Student ID _____
 Address _____
 City _____
 State _____ Zip _____
 Cell phone _____
 Work/Home phone _____

Area of special interest:

ACT HCA IS MBA MLRHR

If you have not taken the GMAT or GRE, which test do you anticipate taking and when?

Name of Test _____
 Date of Test _____

US Citizen:

Yes No
 Citizen of _____
 Visa type _____

Undergraduate Institutions Attended:

Name of institution _____
 Year Graduated _____
 1 _____
 2 _____
 Major _____
 Degree _____
 Undergraduate GPA _____

Graduate Institutions Attended:

Name of institution _____
 Year Graduated _____
 1 _____
 2 _____
 Major _____
 Degree or Credits Earned _____
 Graduate GPA _____

Please attach a copy of your resume, cover letter and unofficial transcripts. Please include any teaching, tutoring, computer, and research experience and any other pertinent information which would be helpful in determining your eligibility such as recommendations or honors received.

Please submit your application as well as additional materials to the Department or Office that is listing the Graduate Assistant position.

FOR OFFICE USE ONLY

GMAT:
 Verb _____
 Quant _____
 Total _____
 LSAT _____

GRE:
 Verb _____
 Quant _____
 AW _____
 Total _____
 AV _____

Grade Point Average:
 Undergraduate _____
 Graduate _____

ACCEPTED BY _____ DEPARTMENT _____