

**APPLICATION FOR GRADUATE ASSISTANTSHIP
IN COMMUNICATION DISORDERS
University of Nebraska-Lincoln**

A small number of Graduate Assistantships (GAs) are awarded on a competitive basis each semester. The actual number awarded is dependent upon budget allocations for the year.

QUALIFICATIONS:

Any graduate student who is:

1. **Accepted** (unprovisionally) into the graduate program (M.S., Au.D., Ph.D.) in Communication Disorders
2. **Registered as a full-time student** the semesters for which he/she requests a graduate assistantship.
3. **Not student-teaching** or on another extended field experience during the semester for which he/she requests a graduate assistantship.
4. **Capable of fulfilling the qualifications and duties** described in any of the job descriptions listed below.

SELECTION CRITERIA:

Priority will be given to applicants with:

1. Competency in oral and written communication
2. Clerical keyboarding and computer/software skills
3. Leadership/organizational skills
4. Experience in school, laboratory or clinical settings
5. Experience that has developed specific skills required for GA tasks.

APPLICATION:

Complete the attached application form and submit it along with your application to the graduate program in Communication Disorders. Or, if already accepted in the program, submit application to:

Graduate Governance Committee, Communication Disorders Unit
Department of Special Education and Communication Disorders
318 Barkley Memorial Center
University of Nebraska-Lincoln
Lincoln, Nebraska 68583-0738

by February 15 for the following academic year or October 15 for the Spring semester. Students can apply for either the Fall or Spring semesters or both. Graduate Assistants wishing to continue their assignments must reapply each semester. Applications will be reviewed shortly after the closing dates but will be accepted until all positions are appropriately filled. Final notification will be mailed to students by June 15 (for Fall) and December 1 (for Spring).

BENEFITS:

Graduate Assistants are generally awarded a tuition waiver for each semester they are employed. In addition, a monthly stipend is awarded for the duration of their employment as a GA. The actual amount of each stipend is determined each year on the basis of available budgets.

Twelve credits of resident tuition are waived each semester if (a) the graduate assistantship is for a minimum of four continuous months, (b) the graduate assistantship is no less than 13 hours/week, and (c) stipend is at least \$2,400 per semester. The subsequent summer tuition (6 credits maximum) is

waived if the graduate assistantship for the Fall and Spring semesters equals the minimum amount specified in the current UNL Graduate Studies Bulletin.

EXPECTATIONS:

Graduate Assistantships are part-time jobs awarded to qualified students to assist them with the financial responsibilities associated with full-time enrollment in graduate school. Each GA will be assigned to a faculty member in the Communication Disorders Unit and expected to work at least 13 hours a week. GAs are expected to register as full-time students but not exceed 14 credits/semester. Students who receive graduate assistantships are not permitted to hold other employment unless such employment, in combination with their assistantship, does not exceed a total of 20 hours/week.

Work will begin the Monday prior to the start of classes each semester and continue weekly (including Fall and Spring Break Weeks) through the full week after final exams. A schedule of specific work hours will be arranged each semester with the assigned faculty advisor and with consideration given to the student's schedule of classes.

Students may not receive graduate assistantships during semesters in which they student teach or complete required field experiences. These practicum assignments necessitate the student to be away from campus many hours and do not provide adequate opportunity to complete GA work assignments. No student will be eligible to receive an assistantship for more than two years (four academic semesters).

JOB DESCRIPTIONS

The actual number of GAs hired each semester is determined by the availability of funds, needs of the department faculty, and qualifications of applicants. The Communication Disorders Unit generally has need for GAs who can fulfill one or more of the qualifications and duties described below.

Research/Teaching Assistance. Duties would include assisting with data collection possibly at an off-campus site, coding data, using a computer for data entry or coding, completing library searches, photocopying or collating needed research materials and references, proof-reading drafts of surveys, manuscripts, letters, and making phone calls to subjects or project collaborators. Assistants should have good verbal presentation skills and be able to dialogue effectively with adults. GAs may be requested to proctor exams, assist with grading exams and class projects, maintain class records, tutor students, and engage in problem-solving and brainstorming with faculty members or students. GAs will need to be familiar with copying and fax machines and have adequate key boarding/typing skills for using computers for word processing tasks.

Undergraduate Courses. GAs assigned to assist with undergraduate courses must possess good skills in time management, organization of projects, and interpersonal communication. Responsibilities will include preparation of handouts and class materials, phonetic transcription and grading, facilitating small group activities, record keeping, grading assignments and supervising class activities.

GRADUATE ASSISTANTSHIP APPLICATION FORM

COMMUNICATION DISORDERS

University of Nebraska-Lincoln

Return application to: Graduate Governance Committee, Communication Disorders Unit
Department of Special Education and Communication Disorders
318 Barkley Memorial Center
Lincoln, Nebraska 68583-0738

DEADLINES: February 15 (for Fall) or October 15 (for Spring)

ASSISTANTSHIPS ARE NOT AVAILABLE DURING THE SEMESTER A STUDENT ENROLLS FOR STUDENT TEACHING OR AN EXTERNSHIP.

_____ New Applicant

_____ GA reapplication (Please attach a letter of recommendation from previous faculty/supervisor)

Requesting assistantship for: _____ Fall only _____ Spring only _____ Both Year 20____ - 20_____

Name: _____ S.S. #: _____
(Last) (First) (MI)

Current Address: _____ Phone: _____
(Number & Street) (City) (State) (Zip)

Permanent Address: _____ Phone: _____
(Number & Street) (City) (State) (Zip)

Nebraska Resident: _____ Yes _____ No, I am a resident of _____
(State & Country)

Member of a minority group: _____ Yes _____ No

Have you been admitted to a degree program at UNL?

_____ Yes _____
(Department/area of specialization) (Advisor's Name)

_____ No _____
(Submission date of departmental application)

What is your degree objective? _____ M.S. _____ Au.D. _____ Ph.D.
 Educational Experience: _____

 (Degree) (College or University) (Major) (Date)

Recent Professional Experience: _____

 (Title) (Agency) (Date)

Previous Teaching Experience: _____

 (Title) (School/Institution) (Date)

I have read the attached job descriptions. I believe I am qualified for a Graduate Assistantship for the following jobs: (mark all that apply)
 _____ Research/Teaching Assistant _____ Undergraduate SLP&A Courses

Describe your specific skills for supporting research activities and give reasons why you should be considered for the position you have checked above. (i.e., data collection, coding, library searches, editing, etc.) _____

Describe your specific skills for supporting teaching activities and give reasons why you should be considered for the positions you have checked above. (i.e., oral & written communication, tutoring/teaching, maintaining records, etc.) _____

Provide a rationale for financial need and list other financial assistance applied for or awarded for the upcoming academic year. _____

Indicate which semester/year in your program you plan to complete off-campus student-teaching or required field experience/externships: _____

THIS APPLICATION IS VALID FOR ONLY ONE ACADEMIC YEAR

 (Applicant's Signature) (Date of Application)