



Graduate Assistantship Orientation

2022-23 Academic Year



Welcome!

The Graduate School

- Jeffrey Potteiger, PhD, FACSM
Associate Vice-Provost for the Graduate School
- Sheri DeVries
Assistant to the Associate Vice-Provost
- Trista Bergerud
Assistant Director, Programming/Communication
- Kassie Nguyen
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- Long Ho
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- Riley Begeman
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GRAND VALLEY
STATE UNIVERSITY

THE GRADUATE SCHOOL

Today's Orientation

GA Benefits &
Responsibilities

The GA
Experience

Do's & Don'ts:
Policies &
Procedures

University
Policies

What is a Graduate Assistantship?



Financial support in exchange for contractual work experience that supports your graduate education



Experience (research, teaching, application) that complements your program of study



An opportunity to build technical and professional skills and knowledge



Initial steps towards a chosen career or discovery of possible career paths, including doctoral studies

What are the benefits of a GVSU GA?

Half-time, 9-mos AY = 9 cr hr
(4.5 cr hrs in Fall; 4.5 cr hrs in Winter)

Full-time, 9-mon AY = 18 cr hr
(9 cr hrs in Fall; 9 cr hrs in Winter)

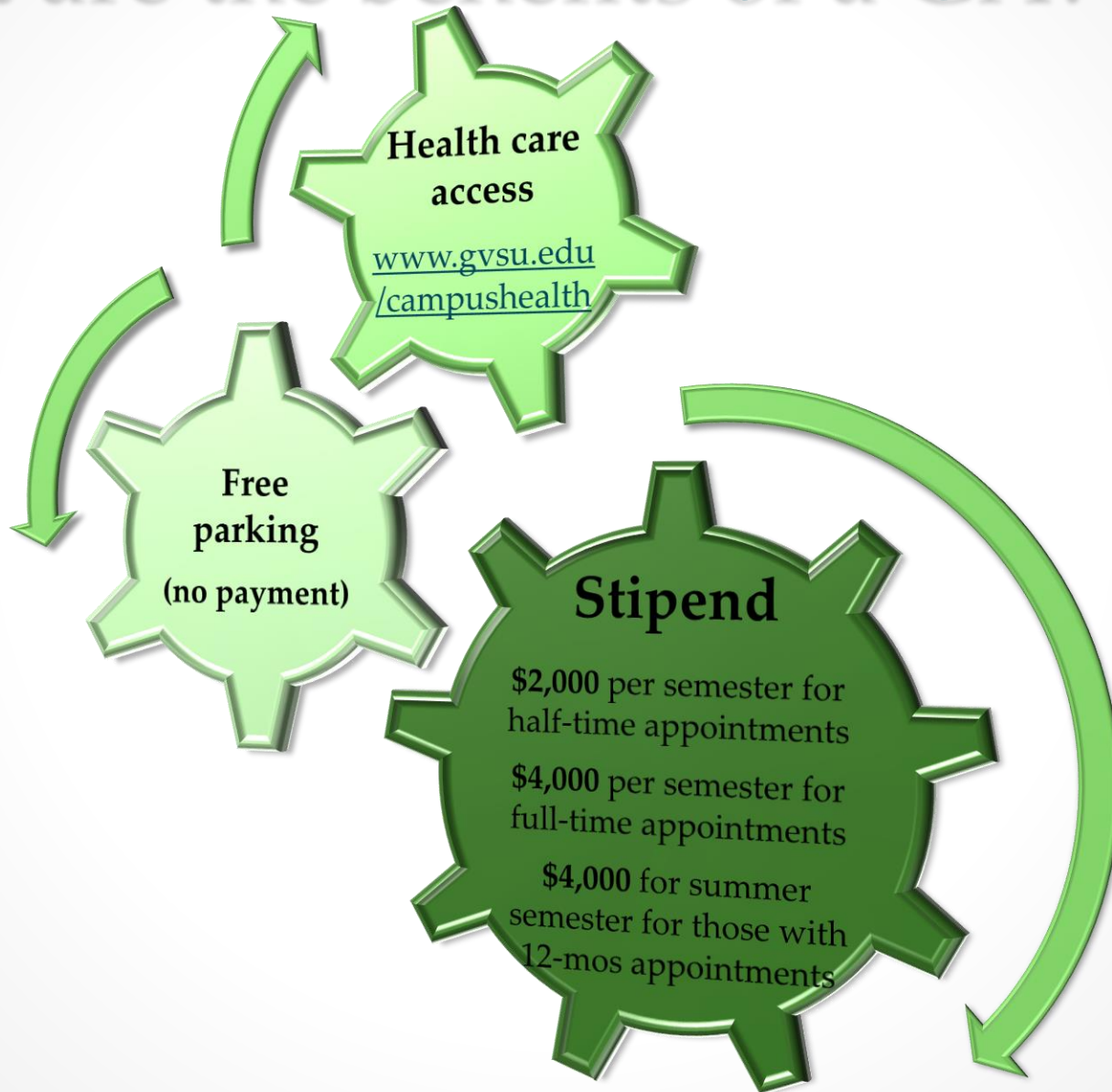
**Tuition Remission
Varies by
Appointment Length**

Full-Time 10-mos = 21 cr hr
(9 cr hrs in Fall; 9 cr hrs in Winter; 3 cr hr in summer)

Full-time 12-mos = 24 cr hr
(9 cr hrs in Fall; 9 cr hrs in Winter; 6 cr hrs in summer)

Tuition waivers are not applicable to UG courses (< 500 number)

What are the benefits of a GA?



What are the responsibilities of a GA?

To provide skills and services to faculty/units/offices to enhance teaching, scholarship, service or other outcomes of the unit to which assigned...

<p>Half-time appointments = 10 clock hours/wk</p>	<p>Full time appointments = 20 clock hours/wk</p>	<p>No requirement to work over university breaks (i.e., any time classes are not in session)</p> <ul style="list-style-type: none">• Unless supervisor specifies otherwise, as pre-arranged with the GA
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Essential information for GAs

Pay periods are on Student Employment website

- 1st payday ~ 3 weeks after start date
- Benefits of direct deposit (earlier, more secure)
- For any appt \geq 9 mos, pay periods are scheduled through breaks

Length of employment – standard 9 month

January 9, 2023 through April 26, 2023

GA start/end dates may vary and are indicated on GA contract

Vacation

- GAs do not receive vacation other than university breaks and holidays

Tax requirements

- Federal and Michigan (I-9 & W-4 forms)
- GAs must file a city tax form if working in GR, Muskegon, Detroit, regardless of residence
- Tuition waiver is taxable income if assignment is not research or teaching



Questions at this point?

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The GA Experience...

- Participate in unit/office orientation
- Meet & greet staff/faculty
- Prevents confusion and provides for a good start
- Gain information regarding your job responsibilities and assignments
- Learn your rights and what's expected of you in the position

Importance of going through orientation

Ask questions...

- What have previous GA experiences been like?
- How will I be evaluated – methodology & frequency?
- Could this GA position be renewed?
- How are complaints & grievances resolved?

Task Assignment & Completion

Tasks assigned to GAs should challenge you to levels of success that can be reached by building new and better skills...

What if this is not the case for you?

- Seek challenge and take the initiative to talk to your supervisor
- Don't settle for the minimum as the 'standard of excellence'
- A GA is a learning experience, not just a job, so seize the opportunity

Respect timelines and deadlines and comply with them

Demonstrate progress toward independence of decision-making

Supervision and Feedback

Some GA positions require more supervision, others less. Generally, the level of supervision provided during your GA changes, depending on outcomes.

As your skills/outcomes improve, supervision may be less necessary

You should seek the level of supervision you need for success over the course of your GA (early, middle, late)

Supervision should be available to you if you need it; if not, take the initiative to ask for it

All supervisors should provide you feedback (formal and informal) on a regular basis.

Weekly meetings as needed

Seek opportunities to provide your supervisor feedback

Without feedback, how do GAs and supervisors improve?

Primary Supervision should be given by Professional Staff or Faculty Member

Evaluation

Every GA should undergo some form of evaluation process (formal or informal) before ending the appointment

Process could be formative, focusing on strengths and things to improve; could be done regularly, at mid-point and/or conclusion

Process could be summative (more formal; "here's how you did...")

Could be structured evaluation with GA knowing the areas assessed



GAs should evaluate their supervisors by providing honest, open comments and suggestions for improvement of the GA experience

Graduate School has an online evaluation for completion at the end of the semester/academic year



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GA Policies & Procedures

Forms that
need to be
completed to
be paid

- I-9
 - Requires original documentation for proof
 - Everyone should file at least 3 days prior to employment start date
- W-4 (how much withholding tax you prefer)
 - Grand Rapids W-4 confuses students when asked..."what percentage of your work will occur in Grand Rapids?"
 - 100% if your work is on a downtown campus (Health Campus or Pew Campus)

Stipend
payment

- Direct Deposit
 - Sign up for direct deposit online through myBanner
 - Enter bank information on "Employee" tab
- GAs without direct deposit will automatically be issued a pay card. Each pay day their stipend payment will be 'loaded' onto the card.

GA Policies & Procedures

Forms
that need
to be
completed
in order
to start
work

- Students cannot work on campus until their I-9 form is complete.
- Student must show their ORIGINAL identifying documents in order to complete the I-9 Form. No photos, copies, or emails.
- Must bring in either 1 document from List A (e.g. Passport) OR 1 document from List B (e.g. driver's license or student ID) ALONG WITH a List C document (e.g. birth certificate or social security card). This is the most commonly misunderstood step and causes frustration for students who only bring a driver's license.

Tuition

Students are responsible for tuition that the GA tuition waiver does not cover

- For example, ½ time GA must pay for any credits beyond 4.5 credit hours
- Tuition must be paid before the tuition deadline or automatic course drops will occur
- Be aware!.. Banner may take some time to show your payments

If students pay their tuition before the waiver is applied, it may take several weeks for your refund to be processed

If a credit card is used, a refund will be credited to your account by the next billing cycle (~ 2-4 wks)

- Access your Student Account via Banner log-in
 - Follow the path:

Student → Student Accounts → Student Account Information

- Click on the corresponding semester statement

Total					PAYMENT AMOUNT
* DESCRIPTION	* BALANCE	CURRENT AMT DUE	* PAYMENT AMOUNT	DEFERMENT PLAN	VIEW STATEMENT
Winter 2020	\$0.00	\$0.00	\$0.00	Not eligible	Click here for STATEMENT
Fall 2019	\$0.00	\$0.00	\$0.00		Click here for STATEMENT

- You will then be directed to view your student account statement

Overview of Student Account Statements

Student Account Statement



Student Accounts Office
1049 JHZ
1 Campus Dr
Allendale, MI 49401

Winter 2020 Statement

[Print Statement](#)

To view your statement details, click on the blue arrows below.

↓ Winter 2020 Summary

TERM CHARGES	TERM PAYMENTS	FINANCIAL AID	ADJUSTED BALANCE
\$8,710.00	\$230.00	\$8,511.00	-\$31.00

Filter By

Total CHARGES: **\$8,710.00** PAYMENTS: **\$8,741.00**

→ Tuition and Fees CHARGES: \$8,480.00 PAYMENTS: \$0.00

→ Housing and Meal Plans CHARGES: \$0.00 PAYMENTS: \$0.00

↓ Parking CHARGES: \$230.00 PAYMENTS: \$0.00

* TERM AND DESCRIPTION	* DESCRIPTION	* EFFECTIVE DATE	* CHARGES
2020_Winter	Parking Permit	12/01/2019	\$140.00
2020_Winter	Parking Permit	12/01/2019	\$90.00

→ Refunds CHARGES: \$0.00 PAYMENTS: \$0.00

→ Misc Charges CHARGES: \$0.00 PAYMENTS: \$0.00

→ Misc Payments CHARGES: \$0.00 PAYMENTS: \$0.00

→ Payments CHARGES: \$0.00 PAYMENTS: \$0.00

↓ Financial Aid CHARGES: \$0.00 PAYMENTS: \$6,434.00

* TERM AND DESCRIPTION	* DESCRIPTION	* EFFECTIVE DATE	* PAYMENTS
2020_Winter	Parking Permit Waiver	12/02/2019	\$230.00
2020_Winter	Graduate Assistantship Tuition	12/02/2019	\$3,704.00
2020_Winter	Bandstra Health Sci Schol- DNP	12/02/2019	\$2,500.00

→ Fed Pending Aid CHARGES: \$0.00 PAYMENTS: \$2,307.00

→ Returned Fees and Checks CHARGES: \$0.00 PAYMENTS: \$0.00

Work Assignment

GA work assignments should correspond with the job description

Some deviation may be necessary depending on the needs of the hiring unit

Supervisors are responsible for requesting a computer/email login for their GAs

GAs should **not** use their personal or student email addresses

GAs may not be used in place of clerical staff - assignment should enhance the GA's academic experience

Routine filing, copying, answering phones, are **not** to be regular duties

GAs may work remotely with supervisor approval

The GA and supervisor should create a plan for tracking work hours to ensure assignments are completed

- **Class attendance is the first priority for all GAs**
 - GAs are not expected to work when they have a class
 - Supervisors and GAs should discuss work arrangements once the GA's class schedule is finalized, to determine what days and hours the student will work
- **Break and lunch schedules should be discussed with the supervisor**
 - Short breaks (≤ 15 min) are typically counted towards work hours
 - Lunch breaks (> 30 min) are not considered part of work hours
- **With supervisor approval, GAs may work fewer hours during any given week to accommodate exam schedules, academic matters, and urgent personal matters**
 - Arrangements to make up missed hours should be agreed upon by the GA and the supervisor

Work Schedule

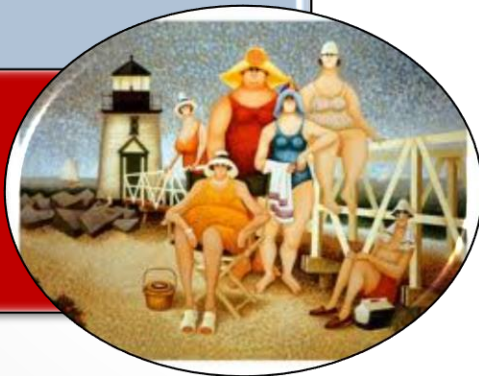


Additional On-Campus Employment



- GA contracts are for 10 to 20 hours per week of employment
- **GAs may not have any other employment at GVSU during the GA appointment without approval from the Graduate School**
- GAs who are approved for additional employment may not exceed 25 hours per week total (GA hours + additional work hours \leq 25 hrs)
- GAs who are seeking or are offered additional work should:
 - Ask the hiring supervisor to contact the Graduate School for approval and to confirm the number of work hours requested
 - Ask their academic advisor or graduate program director to provide a statement of support for the additional employment to the Graduate School to ensure the GA's academic success and work/life balance
 - **International students must consult with the Padnos International Center before accepting an additional on-campus job**

- GAs with AY appointments are expected to work when classes are in session. GAs do **not** work:
 - Wednesday before Thanksgiving
 - Martin Luther King Day
 - During fall break, winter break, spring break or between winter and Sp/Sum semesters
- However, hiring units **may** require their GA to work during such breaks if they have a substantial need and if the GA is informed of this expectation at the time of hiring



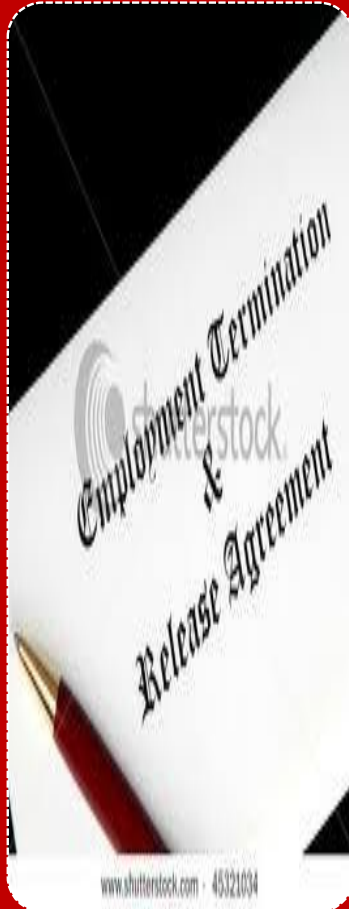
Vacation & Time Off

- Units may determine their own dress code for GAs
- GAs should dress according to their department culture and nature of their work... e.g., in an office setting, business casual is expected
- GAs whose positions require physical activity may dress appropriately
- For special events, GAs should generally dress in more formal business attire

Dress Code & Appearance

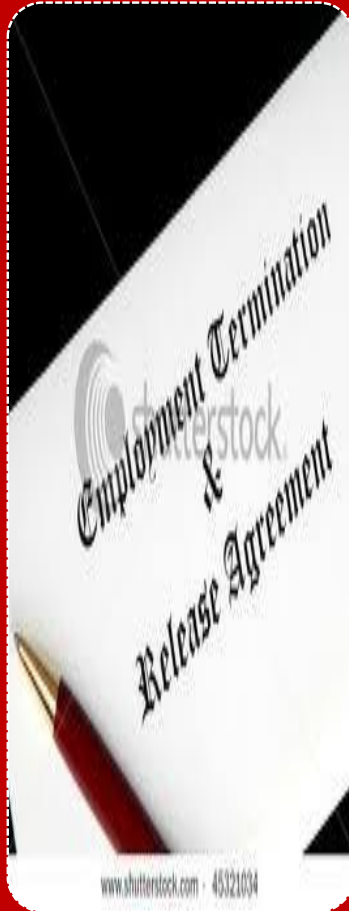


Cancellation of Appointment



- **Circumstances may occur that require a GA to resign**
 - Whenever possible, two weeks' notice should be given to the supervisor
 - Assignments should be completed to the best of the GA's ability prior to departure
 - The stipend will be discontinued at completion of the GA's last day of employment
 - Tuition will be pro-rated and the GA will be billed for the portion of the semester tuition that remains after resignation

Termination of Appointment



- If a supervisor wishes to terminate a GA for cause (e.g., the student was unable to satisfactorily perform the duties of the assistantship), the hiring unit must do the following:
 - Create a performance improvement plan
 - Allow an opportunity for improvement
 - Consult with the Graduate School
 - Notify the student of termination in writing and provide a copy of the termination notice to the Graduate School

Complaints may include, but are not limited to issues such as job expectations not outlined in the position description, arbitrary or capricious behavior of the supervisor, or termination of the GA

GA complaints should be addressed locally, by the supervisor's office or unit, whenever possible

At times, it may be necessary for a GA to file an appeal related to their position/complaint

- GA-related disputes or concerns should be directed to the appointing officer who may intervene or refer the issue to the appropriate university office

Unresolved complaints may be appealed to the Graduate School

GA Complaint Process

Do...

- Ask questions when needed
- Become informed of unit/office cultures
- Communicate professionally
- Take initiative – go ‘above and beyond’
- Seek out opportunities to build skills and abilities
- Ask what else you could do to help
- Follow GVSU policies and procedures
- Be professional in your job
- Get to know your supervisor
- Fulfill your contract hours
- Contact the Graduate School with any questions about tuition, payroll, paperwork, or policies
- Enjoy the experience!

Don't...

- Do the bare minimum to get by, make sure to exceed expectations
- Ignore rules and procedures in your office, unit, classroom, laboratory
- Skip on your contract hours; a GA is not a scholarship
- Be discourteous or disrespectful to the University Community or dress inappropriately
- Compare your GA experience directly with others as there may be differences in assignments, responsibilities, supervision, etc.



Questions at this point?



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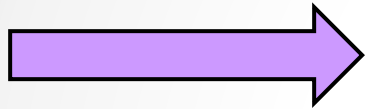
University
Policies

University Policies

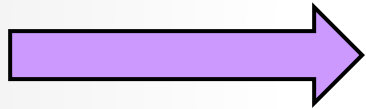


Graduate Assistants are expected to adhere to all university policies as representatives of the GVSU community

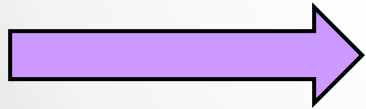
Commitment to Inclusion & Equity and Equal Opportunity/Affirmative Action Policy



All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others



University encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities



Members of the university community, including students, employees, faculty, staff, administrators, Board members, consultants, vendors, others engaged to do business with the University, candidates for employment or admissions, and visitors or guests have the right to be free from acts of harassment and discrimination, including sexual misconduct, as defined by the policy

Anti-Harassment Policy

Harassment is unprofessional conduct that could reasonably be understood as:

1

Having the purpose or effect of creating an intimidating, hostile, or offensive environment

2

Having the purpose or effect of unreasonably interfering with an individual's work performance or access to educational activities and programs

3

Otherwise adversely affecting an individual's employment opportunities or access to educational activities and programs

Anti-Harassment Policy

Any person who violates the University's Anti-Harassment Policy may be subject to a range of sanctions which could include, but is not limited to, dismissal, according to due process, from University employment

Harassment about age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, veteran status, or weight is a violation of university policy

Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state or federal laws

Confidentiality, Data & Security Policy

Individuals with authorized access to GVSU's computer resources, information system, records or files are given access to use the University's data or files solely for the business of the University.

Specifically, individuals should:

Access data solely in order to perform his or her job responsibilities

Not seek personal benefit or permit others to benefit from any data that has come to them through their work assignments

Not release University data other than what is required in completion of job responsibilities

Not exhibit or divulge the content of any record, file or information system to any person except as it is related to the completion of their job responsibilities

Confidentiality, Data & Security Policy

Individuals are not permitted to operate or request others to operate any University data equipment for personal business, to make unauthorized copies of University software or related documentation, or use such equipment for any reason not specifically required by the individual's job description

Title IX Compliance

Title IX states no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any GVSU educational programming or activity

All GAs will get an email to complete Title IX training. This is required of all employees. The email comes from getinclusive.com and is facilitated by the Title IX coordinator in the Division of Inclusion and Equity

- FERPA pertains to everyone who works at GVSU and we are bound by professional ethics to safeguard the integrity and confidentiality of student information
- Use a specific “need to know” approach when accessing student records: there must be a legitimate university-related educational or administrative interest and a need to review an education record in order to fulfill one’s professional responsibility
- The information may not be disclosed to anyone who does not need this information to do their job at the university

Family Education Rights and Privacy Act of 1974 (FERPA)

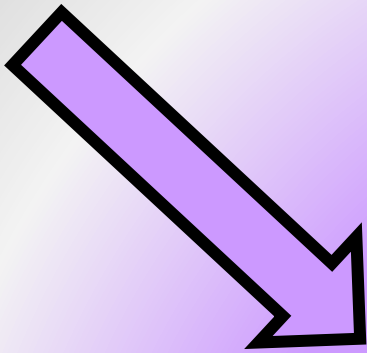
Americans with Disabilities Act (ADA)

GVSU promotes the inclusion of individuals with disabilities as part of our commitment to creating a diverse, intercultural community

GVSU complies with the Americans with Disabilities Act as amended by the ADA Amendment Act (2008) and other applicable federal and state laws that prohibit discrimination on the basis of disability

GVSU will provide reasonable accommodations to qualified individuals with disabilities upon request

- ADA act recognizes and protects the civil rights of people with disabilities
- ADA covers a wide range of disability, from physical conditions affecting mobility, stamina, sight, hearing, and speech to conditions such as emotional illness and learning disorders



A complete list of University Policies can be found by searching for “University Policies” on the GVSU home page or by going directly to this website:

<https://www.gvsu.edu/policies>



Questions?

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Best Wishes for a Great
Experience as a Graduate
Assistant at GVSU!