**Grand Valley State University School of Social Work**

**GRADUATE ASSISTANTSHIP APPLICATION**

**Academic Year 2020/2021**

Please print or type clearly. Use additional pages as necessary.

**All applications must be received no later than Friday, APRIL 3, 2020 at 5pm for returning and incoming MSW students. Students ADMITTED after this date may apply on a contingent basis.**

The Graduate Assistantship (GA) is an opportunity to work directly with a professor on research, community-based projects or assisting with teaching. It is an extension of the graduate school experience. In other words, this position not only serves as a venue to earn a stipend and tuition waiver, but also as the center for several opportunities to enhance your education and future career plans.

The School of Social Work is allotted a limited number of Graduate Assistantships. Although this resource is limited, we wish to provide the opportunity to apply to all MSW students who are interested. If you wish to apply, please provide the information requested below.

1. **BACKGROUND INFORMATION**

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| Name: (last, first, MI) | | G #: |
| Local Address: | | |
| Phone Number (Cell): | Phone Number (Home or Work): | |
| Email Address: | | |
| Semester/Year entered/are entering the MSW program: \_\_\_\_\_\_\_/\_\_\_\_\_\_ MSW GPA \_\_\_\_\_\_ Undergrad GPA \_\_\_\_\_\_\_  For Summer 2020 – I am registered for: \_\_\_\_\_\_ credits Course #s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For Fall 2020 – I am registered for: \_\_\_\_\_\_ credits Course #s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For Winter 2021 – I am registered for: \_\_\_\_\_\_ credits Course #s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What semester/year will you enter Field Education? \_\_\_\_\_\_\_\_/\_\_\_\_\_\_  Are you currently employed? \_\_\_\_YES \_\_\_\_NO If so, typical M-F schedule/hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name/Location of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you plan to continue in this position if hired as a GA? \_\_\_\_YES \_\_\_\_\_ | | |
| I would be available to work on campus with faculty for 10-hours week: \_\_\_\_\_YES \_\_\_\_\_NO  Given my class and work schedule, what days/times during the week are you likely to be regularly available?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I am able to align my schedule to my assigned faculty member’s needs, if requested: \_\_\_\_\_YES \_\_\_\_\_NO  If yes, explain how you will do so:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

1. **ACADEMICS & SKILLS**

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| **EDUCATION:** Social Work Undergraduate Education: \_\_\_\_YES \_\_\_\_NO If yes, how many SW credit hours? \_\_\_\_\_\_\_  Other Social Science Educational Background: \_\_\_\_YES \_\_\_\_NO If yes, how many other social science credit hours? \_\_\_\_\_  **EXPERIENCE IN THE SOCIAL WORK FIELD:**  Employment: \_\_\_\_\_YES \_\_\_\_\_NO Volunteer: \_\_\_\_\_YES \_\_\_\_\_NO Internship: \_\_\_\_\_YES \_\_\_\_\_NO  If yes to any of the above, please explain in detail the number of hours and the functions performed: |
| I have taken an undergraduate research methods course: \_\_\_\_\_\_ YES \_\_\_\_\_\_ NO  I have taken a graduate research methods course: \_\_\_\_\_\_ YES \_\_\_\_\_\_ NO  I have taken an undergraduate statistics course: \_\_\_\_\_\_ YES \_\_\_\_\_\_ NO  I have *extensively* used academic library databases to find scholarly literature: \_\_\_\_\_\_ YES \_\_\_\_\_\_ NO  I have done *extensive* professional presentations other than in a classroom setting: \_\_\_\_\_\_ YES \_\_\_\_\_\_ NO |
| **COMPUTER/SOFTWARE EXPERTISE: Explain your level of proficiency, if any, in each of the programs below:**  Word: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Excel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PowerPoint: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SPSS/SAS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **WRITTEN STATEMENT - Please write a separate personal statement addressing the following (no more than two pages for the personal statement):**
2. As part of your experience as a GA, are there any specific skills or abilities that you would like to learn/develop through research, community projects or teaching? How do these relate to your reasons for attending graduate school (e.g. why have you selected this path, what major goals do you see graduate school connected to/influencing in your life)?
3. Why do you feel you should be granted a graduate assistantship? What sets you apart from other candidates?
4. What are your expectations of working as a GA/Research Assistant (e.g. tasks you will be asked to complete, experiences you hope to be a part of)?
5. In terms of your graduate education, what areas are you most interested in? What plans do you have to “grow” in this/these areas?

**4. RESUME - Please attach a *one-page* resume highlighting your skills as applicable to a graduate assistant position.**

**5. Attach the first page of your 2019 Federal Income Tax Return (only the page which shows your Adjusted Gross Income).**

**6. WRITING SAMPLE - Please attach an academic writing sample to your application**

**7. LETTERS OF RECOMMENDATION - Please include 2 letters of recommendation from an employer, supervisor or professor. The letter should speak to your work ethic and professionalism.**

*To maintain a half assistantship (10 hours/ week), I understand that I am expected to carry 6 credit hours and I must be registered for these credits BEFORE an assistantship will be processed.*

Signature: Date:

**RETURN FORM TO:**

**Dr. Paola Leon, School of Social Work, Grand Valley State University, 401 W. Fulton, Grand Rapids, MI 49504. Alternatively, you may email your application in a *single PDF file* to** [**leonm@mail.gvsu.edu**](mailto:leonm@mail.gvsu.edu) **Please use *Graduate Assistantship Application* as your email heading.**