



**AUBURN UNIVERSITY
AT MONTGOMERY**

Department of Computer Science Graduate Assistant (GTA, GRA, GA) Policy Document

Eligibility

Graduate assistantships are available on a competitive basis. All graduate assistant appointments should be reviewed by the relevant faculty in the fall and the spring semesters. All domestic and international students who apply for a graduate assistantship are required to meet all applicable graduate student requirements for admission to the University. Additionally, international students applying for a graduate assistantship are required to meet minimum scores for English proficiency tests as indicated for admission to the University per the following webpage. <https://www.aum.edu/international-students/test-score-requirements/>

Please note the following requirements prior to applying:

- GTA assignments will prioritize students that have taken the same course at the undergraduate or graduate level and demonstrated strong comprehension of the material. A student cannot be a GTA for a course in which he or she is currently registered or that represents a course in their future plan of study (including cross linked courses).
- Employment is not finalized until appropriate hiring documentation is completed and fully authorized by the Department of Computer Science, College of Sciences, and the Provost.
- All offers are contingent on availability of sufficient funds.
- The Department of Computer Science and the College of Sciences may at any point prior to finalizing hiring documents retract an offer of employment.
- Any student who has been found guilty of academic dishonesty in accord with the procedures outlined in the AUM Student Handbook is ineligible for a position as a graduate assistant.

Due to the background check requirement, graduate assistants will be appointed **no later than two weeks prior to the start of the semester**.

Factors Affecting Graduate Assistant Continuation

A number of situations may lead to the loss or non-renewal of your Graduate Assistantship, including but not limited to:

- Being found guilty of academic dishonesty
- Violation of graduate assistant policies stated in this document
- Being placed on Academic Warning due to failure to maintain the minimum 3.0 GPA requirement or make adequate progress toward graduation

- During the hiring semester, failed to meet requirements from professors
- Ineffective/inappropriate communication with students in a classroom setting
- Failure to meet or maintain conditions of hire

Graduate Assistant Sanctions and Dismissals

Graduate assistant violations of AUM and/or Department policies will be referred to the graduate faculty advisor and the associate provost for graduate affairs. The Department will issue sanctions in accordance with University policy; these may be verbal or written warnings, penalties, restrictions or dismissals. Academic dishonesty may result in immediate dismissal from the graduate assistant position and associated financial benefits.

Beyond the University policies, GTAs must maintain professional behavior in all classes. If a GTA is assisting a professor/instructor, then the GTA is expected to perform tasks assigned by the professor in a timely and professional manner.

Interacting with Faculty & Staff

Graduate student assistants are expected to treat faculty, fellow graduate students and administrative staff courteously and respectfully. Failure to do so could result in the loss of the graduate assistant position. Reciprocal respect by faculty, colleagues and other University personnel is expected in return.

Handling Instructional Materials

The following guidelines were developed to help prevent unauthorized release of assignments, grades, exams or exam questions, student grades or answers, or any other evaluative student or faculty work product associated with the course to which you have been assigned as a GTA. Sharing of any of these materials or items without the express permission and/or prior authorization of the instructor before, during or after the assessment period of the assigned class, whether intentional, unintentional, or accidental, will result in sanctions up to and including loss of the GTA assignment and, possible dismissal from the program for violation of AUM's Academic Honesty Code in accordance with the procedures outlined in the AUM Student Handbook. Whenever possible, student questions about exam items should be answered by the instructor or professor of the course. GTAs are not permitted to share the answers to any assessment items. Additional information from the AUM Graduate Student Handbook is attached, violations of which also may lead to sanctions as described earlier.

Rate of Pay

Please observe the following regarding rates of pay:

1. Graduate assistants must work a maximum of ten (10) hours per week.
2. Graduate assistants earn \$1500/semester for working 10 hours a week as first-year graduate students (based on credits earned and progress in the program), or \$1750/semester for working 10 hours a week as second-year graduate students (again based on credits earned and progress in the program).
3. Any exceptions to the established rates of pay must be authorized by the Provost.

Renewal and non-renewal of assistantships

Students that perform their instructional duties effectively may be eligible for renewal of their assistantship. Actions that may lead to non-renewal are included in the sections above.



The student to whom the position of GTA has been offered will read and sign the following. In the paragraph below, the student is indicated by the use of the pronoun "I".

I have read the Graduate Assistant Computer Science Department Policy Document. I will adhere to the policies, therein, and understand that I may be dismissed from any graduate assistant position I accept with Auburn University at Montgomery's Computer Science Department, and with dismissal may cease to receive the associated financial benefits of reduced tuition and stipend, as a result of failing to adhere to the graduate assistant policies specified in this document.

Date

Student Name

Student ID Number

Student Signature

Department Chair Signature

Supervising Professor

Supervising Professor Signature

ADDENDUM

Position Descriptions for Graduate Assistantships

Graduate Teaching Assistants (GTAs)

A Graduate Teaching Assistant must meet eligibility requirements and be supervised by an appropriate graduate faculty member. The GTA's primary responsibility is to support the instructional mission of the University. For a student to be classified as a GTA, at least 50% of the student's responsibility as a teaching assistant must be devoted to the direct instruction of students, typically in a classroom or laboratory setting. The GTA's responsibilities may also include advising or mentoring of students; proctoring exams; grading papers, homework, and/or projects; preparing instructional materials; delivering lectures, or providing other general assistance in the instructional process. GTAs may not be given duties to support faculty research or duties primarily clerical in nature, nor may they teach or assist with a course in which they are enrolled. The faculty supervisor determines the student's specific duties and is responsible for monitoring and evaluating the GTA's performance.

Graduate Research Assistants (GRAs)

A Graduate Research Assistant (GRA) must meet eligibility requirements and be supervised by an appropriate graduate faculty member. The GRA's primary responsibility is to support and a faculty member's original, professional-level research. The faculty supervisor determines the student's specific duties and is responsible for monitoring and evaluating the GRA's performance.

Graduate Assistants (GAs)

Graduate Assistants must meet eligibility requirements and be supervised by a faculty member, administrator, or other appropriate university employee. GAs are responsible for duties other than teaching or research. These responsibilities can be varied and could include performing administrative duties not related to the GA's field of study or the instructional or research missions of the University. Whatever their responsibilities, GAs should be supervised by a faculty member, administrator, or other appropriate University employee who is responsible for monitoring and evaluating their performance.

Academic Honesty Code from 2021-2022 Graduate Catalog

Students are expected to maintain academic honesty and integrity in all work pursued at AUM. Students should not condone violations of academic honesty and should act to prevent opportunities for violations. Violations of the AUM academic honesty code are defined in the AUM Graduate Catalog:

1. The possession, receipt or use of any material or assistance not authorized in the preparation of any essay, laboratory report, examination or class assignment, to be submitted for credit as a part of a course or to be submitted in fulfillment of a University requirement.
2. The possession, receipt or use of unauthorized material while an exam or quiz is in progress.
3. Knowingly giving unauthorized assistance to another person during an examination, other graded assessment or for credit activities.
4. Selling, giving, lending or otherwise furnishing to any other person any unauthorized material which can be shown to contain the questions or answers to any examination scheduled to be given at some

subsequent date in any course of study, excluding questions and answers from tests previously administered and returned to a student by the instructor.

5. The submission of themes, essays, term papers, design projects, theses and dissertations, similar requirements, or parts thereof, that are not the work of the student submitting them. In the case of a graduate thesis or dissertation, submission is defined as the time at which the first complete draft of such is submitted to the major professor for review. Plagiarism is a violation of this code. When the ideas of another are incorporated into a paper, they must be appropriately acknowledged. In starker terms, plagiarism is stealing - using the words or ideas of another as if they were one's own. For example, if another person's complete sentence, syntax, key words or the specific or unique ideas and information are used, one must give that person credit through proper documentation or recognition, as through the use of footnotes.
6. Altering or attempting to alter an assigned grade on any official Auburn University at Montgomery record. This violation may also be subject to review and action by the Committee on Discipline.
7. An instructor may delineate in advance and in writing other actions he or she considers a violation of the code. For example, the instructor may consider dishonest or unethical the submission of papers substantially the same in content for credit in more than one course, unless specific permission has been given in advance. Actions so delineated must be reasonable and in the spirit of the Student Academic Honesty Code.
8. Altering or misusing a document (e.g., university forms, physician's excuse) for academic purposes. This violation may also be subject to review and action by the Committee on Discipline.
9. Knowingly submitting a paper, report, examination or any class assignment which has been altered or corrected, in part or in whole, for re-evaluation or re-grading without the consent of the instructor.
10. Serving as or enlisting the assistance of another as a substitute in the taking of examinations.