

DEPARTMENTAL EMPLOYMENT AND FINANCIAL AID (*for current students*)

The Sociology Department attempts to provide financial support for all graduate students but cannot guarantee financial support. A student should expect to be self-supporting through at least the first year of graduate work, unless specific arrangements have been made for financial aid. Five types of financial support available through the department and university are:

I. Teaching Assistantships (TAs).

The number of TA positions available in the department varies from year to year. When departmental TAs are limited, students are encouraged to seek employment in interdisciplinary departments (e.g., Ethnic Studies, Women's Studies, Film and Visual Culture).

No one may serve as a TA or Associate for more than 18 quarters of service.

Appointment as a TA may be used to fulfill the departmental requirement of at least one academic quarter of experience in classroom teaching at the college level.

Appointments and reappointments to TA positions are made by the Department Chair and Graduate Advisor. Both faculty and student evaluations of TA performance are considered in cases of reapplication for TAs. According to the regulations adopted by the Graduate Division, eligibility requirements for TAs are as follows:

- A minimum 3.0 GPA
- No more than 7 units of incomplete grades
- Mandatory TA training
- If native language is not English, students must pass a test of spoken English (SPEAK TEST) before performing TA duties
- Within "normative time" to degree

Students receiving any type of aid are required to have a current FAFSA (Free Application for Federal Student Aid) on file. These forms must be filed annually. You can complete the form by going to: <http://www.fafsa.ed.gov>. Once appointed as a TA, students are expected to continue to adhere to the above requirements and to register each quarter for 12 units of course work or research.

Graduate students may not be employed more than 50 percent time or 20 hours per week during the academic year in any combination of appointments. During quarter breaks and in the summer, they may be employed full-time.

TA appointments are usually made at the 50% level. The financial aid associated with a TAship is 50% salary at the prescribed TA rate, partial fee remission, and health benefits. Fees not covered: the recreation center fee, the student center fee, and the student services fee. *These fees are to be paid by the student.*

Application for TAships

Students wishing to be considered for appointment or reappointment as a TA must file an application with the Graduate Assistant. The form needed to apply a TAship will be placed in each student's mailbox on a quarterly basis. The department's policy is that a 50% position requires approximately 20 hours per week or the equivalent of three discussion sections.

TA assignments involve reading papers and examinations, holding discussion sections and office hours and assisting with the grading in a course. TAs do not assign final grades. The TA is an assistant and does not assume responsibility for the basic organization and conduct of the course. All TAs are expected to post and keep at least one office hour for each section held.

TA Duties

- To attend, to the extent required by the instructor, all lectures and other class meetings.
- To consult with the professor in charge of the course as to grading policies, course content, and procedures.
- To attend all meetings of discussion sections and laboratories for which s/he is personally responsible. Failure to meet regularly scheduled classes for which the TA is responsible constitutes a dereliction of duty and may be grounds for termination of employment. If there is a good reason for absence, the TA must inform the department and arrange for a substitute.
- To thoroughly prepare for each class, lab, or section for which s/he is responsible.
- To assign the amount of written work proper to the lab or section for which s/he is responsible, and to read and grade the written work thoroughly and as rapidly as possible.
- To post and hold at least one hour per week (and per section) of office hours
- To report grades accurately and on time to the instructor in charge of the course.
- To give grade books to the instructor in charge at the end of every academic year.
- To maintain a professional attitude toward all students in his/her classes at all times. The ethical standards of behavior for faculty instructional apply equally to Teaching Assistants.

Graduate Student Offices: Teaching Assistants, Fellowship Holders, and Graduate Student Researchers are given priority for desk space in Watkins Hall. GSRs are customarily assigned space associated with the research project on which they are working.

II. Graduate Student Research Assistantships (GSRs)

Graduate student research assistants are hired by faculty members who have research grants. Professors tend to employ graduate students who are specializing in their areas of

research and who have the skills needed by the professor to conduct work on their specific project. Students should become familiar with the type of research projects currently being funded in the department and should apply directly to the professor with whom they would like to work.

The Graduate Advisor can inform students about ongoing research grants and new students will become personally acquainted with the faculty and their research interests during the Pro-Seminar conducted during the Fall Quarter. Research Assistantships are of no fixed duration. No GSR is permitted by the Graduate Division to work more than .50% (20 hours per week). Work as a GSR can be used to fulfill the departmental requirement that each student have the equivalent of at least one academic quarter of supervised research experience (Sociology 297). Graduate Division regulations covering appointments to GSR positions are as follows:

- A minimum cumulative GPA of 3.0 in graduate work (or in upper division work if s/he is a beginning graduate student)
- Within “normative time” and making acceptable progress toward the degree objective. This excludes students with 7 units or more of "I" on their record at the time of beginning appointment or reappointment.
- A halftime (.50%) GSR must take a minimum of 12 units per quarter.
- The Graduate Advisor shall determine the appropriate maximum number of units each student holding a research assistantship should take each quarter.
- A GSR may not exceed .50 time employment except during the summer and quarter breaks.

III. Readers

Readers are hired to grade papers and examinations in undergraduate courses that have large enrollments. Students interested in serving as a Reader should apply directly to the Sociology Management Services Officer for available openings. Readers are required to meet the eligibility requirements for TAs (see above).

IV. Teaching Associates & External Lectureships

Teaching Associates are appointed and paid to teach undergraduate courses. The student must have a MA degree in order to be considered. Such teaching may also be used to fulfill the departmental requirement of one academic quarter of experience in classroom teaching at the college level.

Some advanced graduate students are also able to secure part-time employment teaching courses in nearby community, state, or private colleges or in University Extension. The Graduate Advisor can help direct students to external teaching opportunities.

V. Training Grants

On occasion, the department receives training grants to support students in particular training programs. The type of program available at any given time will vary. Students appointed to a training grant receive a stipend to support them in the program and are committed to fulfilling the requirements of that program. The amount of the stipend depends upon the terms of the grant. Students interested in appointment to a training grant make application directly to the Director of the training program in which they are interested. Appointments are based on merit. Students who best meet the qualifications stipulated in the grant are selected for appointment.

NEED-BASED GRADUATE STUDENT FINANCIAL AID

The Financial Aid Office, located in Hinderaker Hall, administers non-departmental need-based financial aid. Only ONE application is needed during any academic year. A student is considered for all types of aid with this one application. Applications are ordinarily available in mid-December.

In order to assure receipt of all funds for which a student is eligible, it is extremely important that financial aid application materials are submitted as promptly as possible. Awards are offered based on the date the application is complete, or when all required documents have been received by the Financial Aid Office. The earlier an application is considered complete, the greater chance students have of receiving funds. Applications are accepted year-round with awards made depending on fund availability.

Grants are gifts awarded to students from University funds based on demonstrated financial need. A student's financial aid award automatically includes the appropriate grant assistance whenever guidelines and funding levels permit.

Loans. Various short- and long-term loans are available to graduate students from public and private sources. See the Financial Aid Office for current information on terms, interest rates, payback options, and eligibility requirements.

GRADUATE DIVISION FELLOWSHIPS AND GRANTS

Dissertation Research Grants. A number of small grants are available each quarter from the Graduate Division to assist students with expenses related to their dissertation research. To be eligible, a student must be accepted into Ph.D. candidacy. Awards are made on the basis of merit.

Graduate Fellowships

Following are the regulations applying to students who hold fellowships awarded through the Graduate Division:

- A minimum cumulative GPA of 3.50 in graduate work or in upper division work, if s/he is a beginning graduate student.
- Within “normative time” and making acceptable progress toward the degree objective. A student with 7 units or more of "I" on her/his record at the time of beginning appointment or reappointment is ineligible.
- Fellowship holders will normally take a minimum of 12 units per quarter. Exceptions must be justified by the Graduate Advisor and approved by the Graduate Dean.
- The Graduate Advisor shall determine the appropriate maximum number of units each student holding a fellowship should take each quarter.
- With prior approval of the Graduate Dean, fellowship holders may supplement their award with employment of up to 10 hours a week (25% time) on or off campus during the tenure of the award.

EXTERNAL FELLOWSHIPS AND GRANTS

Non-University financial support is available to students through the National Science Foundation, Social Science Research Council, the American Sociological Association and many other fellowship programs. New students will be introduced to these opportunities in the Proseminar. Extensive information about research funding may also be obtained from the Office of Research.