



2012-2013
Graduate Assistant
Handbook

A Guide On Policies And Procedures For Graduate Assistants



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A Guide On Policies And Procedures For Graduate Assistants

The Graduate School

Valdosta State University

Valdosta, GA 31698

Phone: 229.333.5694

Fax: 229.245.3853

<http://www.valdosta.edu/gradschool/GraduateAssistantships.shtml>

Equal Opportunity/Affirmative Action Employer

Valdosta State University does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital or veteran status, political affiliation, or the presence of a non-job related condition or handicap under Federal or State law.

Graduate Assistant Hiring Process



Please Be Advised:

Due to INS and IRS requirements, Graduate Assistants may not begin working until all paperwork is received by the Graduate School and the supervisor is notified.

Please **DO NOT** come to The Graduate School as your employment paper cannot be processed prior to a background check.

Paperwork will be completed by appointment only.

For more information and answers to any questions you may have regarding this handbook, contact:

Michelle Jordan

Graduate Assistant Coordinator
sojordan@valdosta.edu
229.333.5694

Legend

Graduate Assistant Coordinator (GAC)

Graduate Assistant

Supervisor

Step 1

The Graduate Assistant Coordinator will post a job on the Portal.

Step 2

The student searches the portal for jobs of interest and submits application & résumé.

Step 3

The supervisor will review applications and interview prospective candidates.

Step 4

The supervisor will notify the Graduate Assistant Coordinator via e-mail when candidate has been selected.

Step 5

The Graduate Assistant Coordinator will contact the candidate via e-mail, providing instructions for completing a Background Check Consent.

Step 6

The student submits the consent form to Human Resources and waits for results (around 4 days).

Step 7

When the background check is complete, the GAC will set an appointment for paperwork.

Step 8

The student completes paperwork and obtains necessary signatures.

Step 9

The GAC will notify the supervisor that the GA may begin working (once I-9 is complete).

Step 10

The student returns completed paperwork to The Graduate School within 3 days.

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Welcome From the Dean

Dear Graduate Student,

Congratulations on your appointment as a graduate assistant at Valdosta State University!

VSU's graduate assistantships play an important role in the teaching/instruction, research, and service missions of the University and provide students with valuable professional experience while earning a graduate degree. Your graduate assistantship involves the dual responsibilities of maintaining satisfactory academic performance and successfully performing the duties assigned to you by your supervisor.

This handbook is intended to be a general guide to help you better understand your appointment as a graduate assistant at VSU. Although the information presented in this handbook is current at the time of publication, future changes may be necessary. When such changes occur, we will update you and your supervisor in a timely manner.

If you have any questions, comments, or suggestions concerning graduate assistantships, and/or the information presented in this handbook, you may contact the Graduate Assistant Coordinator (Ms. Michelle Jordan) in the Graduate School at 229.333.5694, or by e-mail at sojordan@valdosta.edu.

Sincerely,

Alfred Fuciarelli

Alfred F. Fuciarelli, Ph.D.
Assistant Vice President for Research and
Dean of the Graduate School

Your New Employer

Valdosta State University: A Brief History

A special act of the Georgia Legislature established an institution of higher learning in Valdosta, Georgia, in 1906. However, no appropriation was made for buildings and maintenance until the summer of 1911, when the state appropriated \$30,000 for one building and equipment.

With a community enthusiasm that has continued, the City of Valdosta donated 60 acres and \$50,000 to be used toward the establishment of the campus. The first building, Converse Hall, was erected and furnished at a cost of \$55,000.

In 1912, the Legislature granted an adequate annual appropriation for maintenance, and the future of the institution was assured. The college, called the South Georgia State Normal College, opened to “young ladies” on January 1, 1913, offering two years of university work.

An act of the Legislature in 1922 changed the name to Georgia State Women’s College at Valdosta and authorized a four-year program leading to the bachelor’s degree.

The Board of Regents made the college co-educational in 1950 and changed the name to Valdosta State College.

On July 1, 1993, Valdosta State College became a Regional University within the University System of Georgia and was renamed Valdosta State University.

The institution has been led by nine presidents: Richard Holmes Powell (1913-1933), Jere Madison Pound (1933-1935), Frank Robertson Reade (1935-1948), James Ralph Thaxton (1948-1966), Sidney Walter Martin (1966-1978), Hugh Coleman Bailey (1978-2001), Ronald M. Zaccari (2002-2008), Patrick J. Schloss (2008-2012), and William J. McKinney (2012-present).

Equal Opportunity Employer

VSU employs graduate assistants of the highest quality available based on ability, experience, training, intelligence, character, and physical fitness according to the needs of the university departments. No applicant for graduate assistantship otherwise qualified for employment will be excluded based on race, color, sex, age, religion, creed, physical handicap, or national origin.

Americans with Disabilities Act (ADA)

VSU is governed by the Board of Regents of the University System of Georgia, which specifically prohibits discrimination on the basis of disability. VSU is committed to complying with the goals and objectives of the Americans with Disabilities Act. Persons needing accommodations should contact the assistant to the president for affirmative action or the director of human resources.

Mission Statement

VSU’s graduate assistantships are designed to promote the teaching/instruction, research, and service responsibilities of the university and to provide students with valuable professional development opportunities while earning a graduate degree. Therefore, the graduate assistantship involves the dual responsibilities of maintaining satisfactory academic performance and successfully performing the duties assigned to you by your supervisor.



Hiring and Orientation

Application Portal

In order to be eligible for a graduate assistantship, a student must be admitted to VSU as a degree-seeking graduate student under “regular” or “probationary” status before he or she is allowed to apply for a graduate assistantship.

Students may apply through the graduate assistant application portal at: <http://ww2.valdosta.edu/gradschool/prospectivegraduateassistants.shtml>. Students may apply for more than one assistantship.

Departments have access to applications online and will review applications, decide who will be interviewed, and to whom they will offer assistantships. Assistantships are limited and students who apply are not guaranteed an assistantship. It is recommended that students apply for any and all other types of financial aid.

Criminal Background Checks

If awarded an assistantship, please be aware that all new graduate assistants are required to complete a background check. Upon accepting a graduate assistantship, the student should complete a *State of Georgia Background Check Consent Form*. **Graduate assistants may not begin employment until the background check has been returned with an “eligible” determination and an I-9 has been completed.**

Orientation

The Graduate School will hold an orientation and paperwork session each semester. Attendance is mandatory for all newly hired graduate assistants. These sessions will cover:

- Completion of Payroll Forms
- Basic Information Concerning Assistantships
- Blazeview & Clickers Training
- Campus Excellence (Customer Service)
- Compliance Training Modules University System of Georgia Ethics Training
- Right To Know Basic Awareness Training
- Motor Vehicle Training – Auto Liability Insurance
- Georgia Open Records Act
- Federal Education Rights And Privacy Act (FERPA)
- Library Resources

Your Graduate Assistantship

Academic Responsibility

As a graduate assistant of the university, you should view your employment as secondary to academics. Although your employment can be a meaningful part of your university experience, it should not interfere with or be detrimental to your academic studies.

You should consult with your supervisor if your workload or schedule creates a problem with your academics. Most departments will work with you to rearrange or reduce work schedules around heavy academic commitments such as final examinations.

Appearance

Graduate assistants are expected to dress appropriately for the type of assistantship they hold. Some departments may have a specific dress code to follow. The graduate school provides the following established guidelines for student dress:

- Shoes must be worn at all times.
- Shirts are required at all times.
- If your department allows students to wear shorts, the shorts should be of appropriate length.
- Bathing suits, tube tops, and halter-tops are not allowed.

Confidentiality of Student Records

Graduate assistants are required to maintain VSU's Confidentiality Policy. The Family Education Rights and Privacy Act of 1974 as amended (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPPA), and state and university policies guarantee the security and confidentiality of information maintained by the university. Graduate assistants must protect the privacy and confidentiality of student, faculty, employee, and financial information to which they have access and will use it solely for the performance of their official duties.

Records must be treated confidentially and professionally. Any breach of confidentiality will result in immediate termination and may lead to other penalties.

Follow these guidelines to prevent pressure on yourself concerning access to records.

1. Do not let friends, relatives, or acquaintances know that you have access to confidential data.
2. Do not use computer terminals or files for any purpose other than to perform functions assigned to you by your supervisor.
3. Report to your supervisor anyone's attempts to gain unauthorized access to information.

Graduate Assistantship References

FERPA restricts the release of certain information to individuals outside the university without a signed consent by the student. This includes some information that would be normally given in a work reference for graduate assistants. Supervisors cannot release information about graduate assistant employment without a specific release. In order for you to use your assistantship as a reference in the future, you must complete a *Graduate Assistant Consent For Release Of Information*.

Drug-Free Workplace Policy

The following are required of the university and its employees:

1. An employee shall notify his or her supervisors or other appropriate management representatives of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. The university shall notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.
3. The university will take appropriate personnel action against any employee who is convicted for a violation occurring in the workplace or will require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

For a complete statement of VSU's Drug-Free Workplace Policy, consult the Student Employment Office website at: <http://services.valdosta.edu/studemp/docs/drugfreepolicy.pdf>.

E-mail Policy

According to Georgia statutes, e-mail information is defined as a public record. E-mails created or received by VSU employees in connection with official business, which perpetuates, communicates or formalizes knowledge, is subject to the public records law and open for inspection.

Giving Notice

A two-week notice is generally considered to be a good business practice, so it is important for you to notify the Graduate School and your supervisor in writing at least two weeks in advance of the last day of your employment if you decide to resign your position. If you are unable to give a two-week notice, it is advised that you consult with your supervisor as soon as you know that you cannot keep your work commitment.

Grievance Procedure

VSU encourages informal resolution of grievances and complaints; your immediate supervisor is available to help you resolve any work-related concerns or misunderstandings. If you have addressed issues with your immediate supervisor and do not feel comfortable that the issue has been resolved, you may then seek assistance through the department head, then the graduate assistantship coordinator, and finally the dean of the graduate school.

Injuries

If you are injured during working hours, you must notify your immediate supervisor within two hours of the injury. Your immediate supervisor must contact the



human resources department (229.333.5709) before you go to an authorized medical provider, unless your injury requires emergency medical care.

Performing Duties Unrelated To Position Description

Graduate assistants may not perform work unrelated to their job description. Examples include: typing personal correspondence, working on projects for a supervisor's non-university business, running personal errands, babysitting, checking personal e-mail, conducting personal Internet searches. This policy does not include the hiring of student services outside of the work environment and paid for with personal funds (i.e., babysitting).

Use Of Office Equipment

Personal use of office equipment and supplies (i.e. computers, telephone, paper, stamps, envelopes) is not allowed during work time or after hours. Office supplies and equipment are to be used for the sole purpose of completing the assigned tasks of the student's position.



Mandatory Grade Point Average

As a graduate assistant, you must maintain a cumulative 3.0 grade-point average. Students whose cumulative grade-point average falls below 3.0 will be terminated.

Mandatory Hours Requirement

As a graduate assistant, you must register and earn credit for six (6) semester hours of graduate course work during each and every semester in which you hold the assistantship.

Completion of FERPA Training is required for all graduate assistants.

Sexual Harassment Policy Statement

VSU is committed to a working and learning environment that is free of discriminatory intimidation. The exploitation of institutional, academic, or supervisory authority to sexually harass students, faculty, or staff members is a form of illegal sex-based discrimination in violation of the law as well as VSU policy. Such conduct will not be tolerated on this campus or in connection with any university function wherever conducted.

Examples of sexual harassment may include, but are not limited to, the following:

- Unwelcome sexual propositions
- Sexually graphic comments about a person's body
- Unwelcome touching, patting, pinching, or leering
- Persistent, offensive and unwelcome sexual jokes and comments
- Unwelcome displays of sexually graphic pictures

Sexual harassment is illegal under both state and federal law. It is also unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for

cooperating in an investigation of sexual harassment. In some cases, sexual harassment may be subject to prosecution under criminal law.

Work Hours

Absences. If you know in advance that you will be late or absent from work, it is your responsibility to notify your supervisor. If something unexpected happens that will make you have to miss work or be late, contact your supervisor to let them know when you expect to return to work.

Scheduling time off. Inform your supervisor in advance if you need to take some time off or change your schedule for any reason. Plan to make up any work you miss.

Rest periods/breaks. Graduate assistants working more than six consecutive hours must take a 30-minute, off the clock, lunch break. Graduate assistants who work four consecutive hours are entitled to and should take a 15-minute rest period.

Working more than one job. Graduate assistants are not permitted to work more than one job on campus.

Holidays and missed work. Graduate assistants are not required to work or make up hours when the university is closed due to holidays, inclement weather, fall break, or spring break. They should make up hours missed due to all other absences.

Late hires. If a graduate assistant is hired after the start of the semester, he or she:

1. Should be expected to make up hours if he or she receives the full stipend
2. Should not be expected to make up hours if the stipend is pro-rated to the start date

Eligible students are required to complete **all necessary payroll forms within three days of hire or rehire.** (Note: No payment of earnings will be released until all payroll forms are complete and returned to The Graduate School).

The student must complete the criminal background check process (which requires an “eligible” report returned through Human Resources) and an I-9 eligibility form with proper identification(s) before he or she is legally allowed to begin work.



Your Stipend

Graduate Assistant Stipend

Graduate assistants are paid once a month – the last day of each month. The first paycheck is a paper check and will be mailed to the printed address on the orange *Valdosta State University Graduate Assistant Employment Application Form*. After the first paycheck, pay is issued through direct deposit which students set up through their initial employment packet.

Time Sheet(s) & ADP

Graduate assistants work an average of 14-20 hours per week based on the department and type of job (number of hours expected is noted on the *Graduate Assistant Appointment Form*). Graduate assistants are expected to keep a log of hours worked. Graduate assistants are not required to submit time sheets to the Graduate School or Payroll nor are they required to register time worked in ADP Services. Please note that all payroll forms must be signed before any payment of earnings will be released.

Pay stubs and the W-2 are available for viewing via ADP/Shared Services Portal. A graduate assistant can find instructions for registering for the system through the newly hired and current graduate assistants page.

Taxes

All earnings are subject to statutory state and federal income tax regulations. Retirement benefits are not withheld from the salaries of graduate assistants.

Overtime

No overtime is permitted. Graduate assistants may not receive extra compensation for performing other work during the period of their assistantship.

Mandatory Student Health Insurance Program

For information, see the following link: <http://services.valdosta.edu/health/docs/2012-2013studenthealthinsuranceprogram.pdf>

Tuition Waiver

Tuition is reduced in the following manner for both in-state and out-of-state students:

- **Fall and Spring** semesters: a graduate assistant will receive a tuition waiver after payment of the first \$38 in tuition each semester for a total of up to 15 credit hours in the fall and 15 credit hours in the spring semesters. Any additional credits taken will be charged to the graduate assistant at the in-state rate.

- **Summer semester:** a graduate assistant will receive a tuition waiver after payment of the first \$38 in tuition for a total of up to 9 credit hours in the summer semesters (i, ii, iii, and iv). Any additional credits taken will be charged to the graduate assistant at the in-state rate.

Students are also responsible for paying other fees (i.e. athletic, institutional, activity, technology, transportation, health, health center, access card, parking facilities) in addition to health insurance premiums (see Mandatory Student Health Insurance Program below). Students are also responsible for their own living expenses and books. Visit the graduate student fee schedule page http://ww2.valdosta.edu/finadmin/financial/documents/fall2012_grad.pdf for more information.

This \$38 in tuition and other fees are set by the University System of Georgia Board of Regents. Students should be sure to pay any remaining fees after the tuition waiver is applied or their classes will be dropped when the fee payment deadline arrives!

Please note: the tuition waiver is not applied to the student's account until after the *Graduate Assistant Appointment Form* is signed by the graduate assistant and the Dean of the Graduate School. The student is responsible for assuring that all tuition and fees are paid on or before the fee pay deadline regardless of the assistantship. If not paid on time, it is possible that courses will be dropped.

Summer Employment

Graduate assistants are only eligible for a tuition waiver and stipend during the summer term if a summer assistantship position is awarded. Please note that summer assistantships have a separate *Graduate Assistant Appointment Form* than Fall/Spring assistantships.

Students who are not enrolled in classes during the summer sessions are not eligible to be graduate assistants. If a department chooses to continue the employment of a student who is not enrolled in a summer class, the student must be paid through an hourly position.



Evaluation and Termination

Evaluations

The performance evaluation is an integral part of every employment position. When thoughtful time is invested in the process, evaluations are a valuable tool:

- For the graduate assistant to assist in their professional development
- For the supervisor to provide and receive feedback
- To assist in strengthening the employment environment.

The performance of graduate assistants in their assigned responsibilities is expected to be of the highest quality throughout the term of appointment. It is the responsibility of the supervisor to monitor the work quality and to verify that the required work hours are fulfilled each semester.

Each graduate assistant's performance should be evaluated at least once per year; however, many departments evaluate students each semester. The evaluation will be based on dependability, completion of job expectations, attitude, initiative/leadership, quality of work, and other areas. The student employee and supervisor should meet to discuss the student's job performance.

Disciplinary System

During the orientation include a discussion of offenses that require disciplinary action, and the procedure that will be followed if the offenses occur. Listed below are offenses that may require disciplinary action:

- Tardiness
- Absences
- Sloppy or unclean appearance
- Carelessness or lack of attention
- Impolite to fellow employees or public

Supervisors may add or delete from this list to suit their departmental requirements and needs.

The preceding offenses may be subject to the following action:

- 1. First occurrence—verbal warning**
- 2. Second occurrence—written reprimand**
- 3. Third occurrence—discharge**

Termination for Non-Compliance

Graduate assistants must maintain a 3.0 cumulative grade-point average (GPA) for all graduate level coursework (including grades for any courses transferred into the program of study) in order to keep their assistantship. If the GPA drops below 3.0, the assistantship will be revoked. Graduate students must have a 3.0 to graduate, so it is recommended that graduate assistants stay focused on their coursework and grades.

Graduate assistants must register and earn credit for at least **six (6) semester hours** of graduate course work during each and every semester in which they hold the assistantship. Students who drop below the 6-hour minimum *will be assessed the full amount of tuition* and the student's assistantship will be revoked.

Termination

A graduate assistant's employment may be immediately terminated for the following reasons:

- Insubordination
- Theft
- Entering an unauthorized area at any time
- Wasting materials
- Willful violation of safety regulations
- Continued failure to perform assigned duties
- Negligence
- Falsifying records, reports, or information
- Intoxication or drinking on the job
- Habitual absence or tardiness
- Unauthorized absence from assigned work area
- Willful damaging of equipment or property
- Gambling
- Sleeping while on duty

Note: Termination is based on the supervisor's discretion.

Renewal

In order for a graduate assistantship to be renewed, the supervisor must contact the graduate assistantship coordinator via e-mail to fill the graduate assistantship. Upon receiving the request, the graduate assistantship coordinator will prepare a *Graduate Assistant Appointment Form* to be signed by the graduate assistant and the Dean of the Graduate School.

Assistantships are only valid for the dates expressly stated in the *Graduate Assistant Appointment Form*. Assistantships are not automatically renewed.

Other Employment Opportunities

In Lieu of a Graduate Assistantship

Federal Work-Study Program (FWSP)

The university participates in the Federal Work-Study Program. Eligible students may work part-time during the academic year. To be placed on FWSP, the student must complete and submit all required financial aid documents to the Valdosta State University Office Of Financial Aid. Priority is given to those students who have completed financial aid applications by May 1.

Student Assistant Program

On-campus jobs, financed by the university are also available. Each department has its own funds for

this program. Inquiries should be made to the Student Employment Services Office, located in Langdale Hall.

Other Employment

The Job Location and Development Program, administered through the Office Of Student Employment Services, Langdale Hall, assists students in obtaining part-time employment off-campus.

Library Resources

Odum Library contains the general and research library collections of the university. The building was dedicated in 1972 and named in 1990 for the late Gertrude Gilmer Odum, Professor Emerita Of English. The library is designed to facilitate research and study with open stacks and continuously available assistance from reference librarians. The collection contains over 453,757 bound volumes and over 1,014,000 volumes in microforms, as well as current issues of more than 3,000 magazines, journals, and newspapers. In addition to printed materials, the library has extensive collections of audiovisual, graphic, and machine-readable materials. The library is a Selective Depository of U.S. Government documents and a full depository of Georgia State documents. It also maintains the archives of Contemporary South Georgia History and a Southern History Collection. In addition, it maintains the Fine Arts Materials Center in the Fine Arts Building and the Instructional Materials Center in the Education Center. The Media Center in Odum Library maintains and services a wide variety of audio-visual equipment.

In 2004, two new additions opened, doubling the size of the library and adding an internet cafe, an auditorium, additional computer labs, classrooms, and a new archives section.

Odum Library is connected to GALILEO, which stands for Georgia Library Learning Online, a project sponsored by the Board Of Regents Of The University System Of Georgia. A world wide web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products. Participating institutions may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications.

GIL@Valdosta is the online catalog used to find materials (books, periodical titles, videos, and audio cassettes) located in Odum Library. If you are looking for journal, magazine or newspaper articles, please consult the library webpage for an explanation of the various databases available through the library's webpage.

Important Phone Numbers

Area Code (229)

The Graduate School	333-5694
Access Office For Students With Disabilities	245-2498
Bookstore	333-5666
Bursary	333-5725
Financial Aid	333-5935
Library (Reference Desk)	245-3752
Registrar's Office	333-5727
Testing Office	245-3878
Undergraduate Admissions	333-5791

Dean's Offices

College Of Arts	333-2150
College Of Arts & Sciences	333-5699
College Of Business Administration	333-5991
College Of Education	333-5925
College Of Nursing	333-5959
Division Of Social Work	249-4864

Other Campus Numbers

Academic Affairs	333-5950
Alumni Relations	333-5797
Athletics	333-5890
Campus Recreation	333-5898
Career Planning	333-5942
Counseling Center	333-5940
Financial Services	333-5708
Health Services	333-5886
Help Desk (IT)	245-4357
Human Resources	333-5709
International Programs	333-7410
Minority Affairs	333-5463
Veteran's Services	333-5935
Emergency	259-5555
Public Safety	333-7816

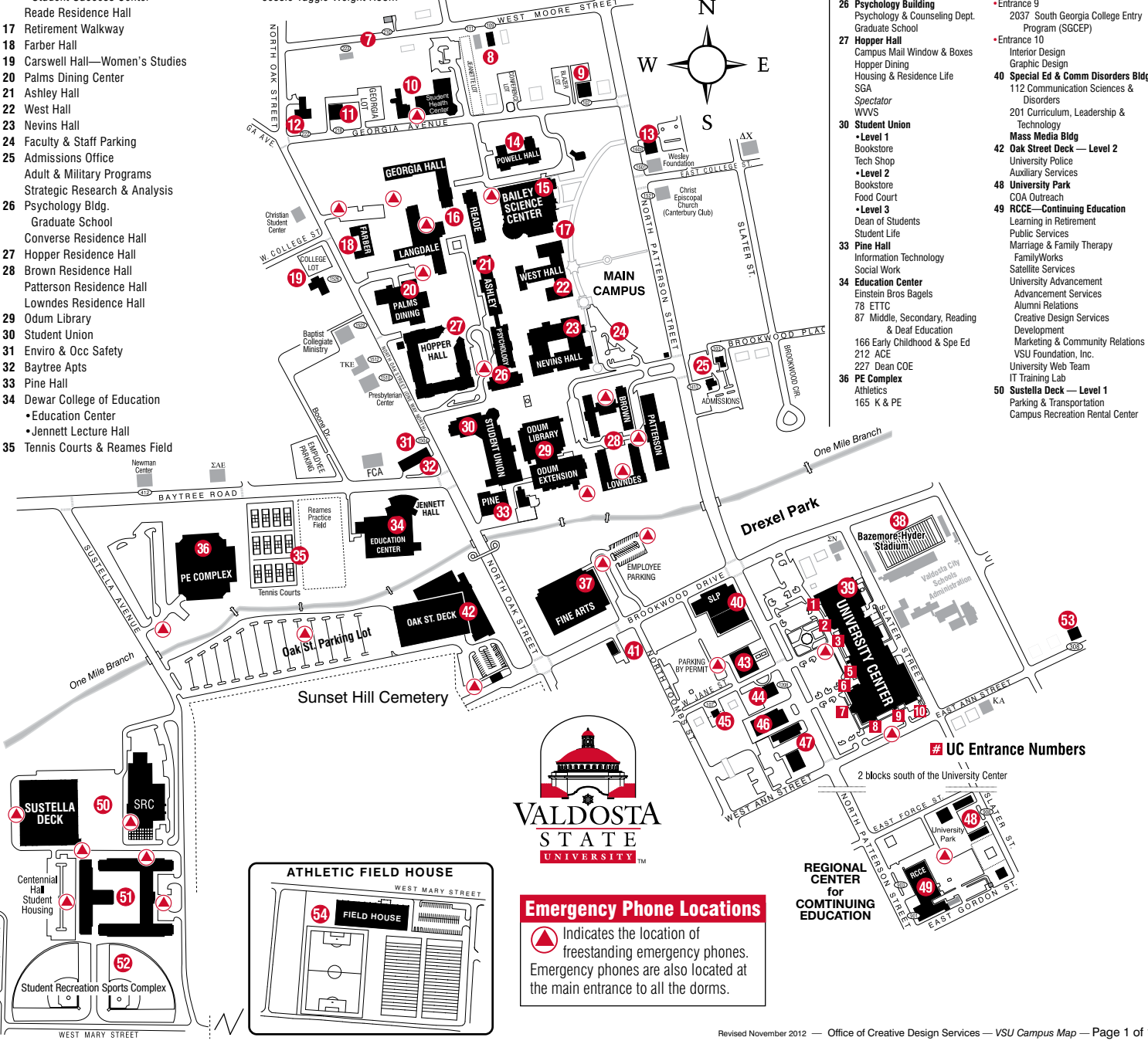
VSU CAMPUS MAP INDEX

- 1 Plant Operations
Central Warehouse
- 2 Athletic House
• Cheerleaders
• Golf Coach
• Softball Coach
- 3 Softball Field
Billy Grant Field
Baseball Fieldhouse/Offices
- 4 Greenhouse
- 5 Barrow Hall—AFROTC
- 6 Langdale College of Business
• Pound Hall
• Thaxton Hall
- 7 Vacant
- 8 My Friend's House/
(Alzheimer's Daycare Program)
- 9 Vacant
- 10 Student Health Center/Infirmary
Center for International Programs
- 11 English Language Institute
- 12 University Honors College
- 13 Music Annex
- 14 Powell Hall
- 15 Hugh C. Bailey Science Center
Biology
Chemistry
1036 Dean CAS
- 16 Langdale Hall
Langdale Market
• Student Success Center
Reade Residence Hall
- 17 Retirement Walkway
- 18 Farber Hall
- 19 Carswell Hall—Women's Studies
- 20 Palms Dining Center
- 21 Ashley Hall
- 22 West Hall
- 23 Nevins Hall
- 24 Faculty & Staff Parking
- 25 Admissions Office
Adult & Military Programs
Strategic Research & Analysis
- 26 Psychology Bldg.
Graduate School
Converse Residence Hall
- 27 Hopper Residence Hall
- 28 Brown Residence Hall
Patterson Residence Hall
Lowndes Residence Hall
- 29 Odum Library
- 30 Student Union
- 31 Enviro & Occ Safety
- 32 Baytree Apts
- 33 Pine Hall
- 34 Dewar College of Education
• Education Center
• Jennett Lecture Hall
- 35 Tennis Courts & Reames Field

- 36 PE Complex/Athletics
- 37 Fine Arts Bldg—COA
(Whitehead & Sawyer Theatre)
- 38 Football Field
- 39 University Center
- 40 Special Ed & Com Disorders Bldg.
- 41 Radio House
- 42 University Police
Auxiliary Services
- 43 Martin Hall—College of Nursing
- 44 Office of Social Equity
- 45 Campus Mail Services
- 46 Printshop
- 47 Bursary—Cashiers
One Card Services
- 48 University Park
- 49 RCCE—Continuing Education
Marriage & Family Therapy
University Advancement
Student Recreation Center
Sustella Parking Deck
- 51 Centennial Residence Halls
- 52 Student Rec Sports Complex
- 53 MEA Federal Credit Union
- 54 Athletic Field House
Football Offices & Practice Fields
Soccer Offices & Stadium
Jessie Tuggle Weight Room

DEPARTMENT LOCATIONS

- 6 Thaxton Hall
2nd fl Dean COBA
106 SBDC
314 Student Advising Center
- 6 Pound Hall
122 Decision Center
206 Management
214 Accounting & Finance
222 Marketing & Economics
- 14 Powell Hall
E Counseling Center
E Testing
W Cooperative Ed
W Office of Communications
W 2nd fl Career Services
- 15 Hugh C. Bailey Science Center
Biology
Chemistry
1036 Dean CAS
- 16 Langdale Hall
Langdale Market
- 18 Farber Hall
Access Office—Special Services
- 22 West Hall
Academic Affairs
Legal Affairs
President
101/102 MPA
124 Academic Projects
128 M&CL
207 English
244 Political Science
- 23 Nevins Hall
1011 Com Art
2006 PAG
African-American Studies
Math & CS
- 26 Psychology Building
Psychology & Counseling Dept.
Graduate School
- 27 Hopper Hall
Campus Mail Window & Boxes
Hopper Dining
Housing & Residence Life
SGA
Spectator
WVVS
- 30 Student Union
• Level 1
Bookstore
Tech Shop
• Level 2
Bookstore
Food Court
• Level 3
Dean of Students
Student Life
- 33 Pine Hall
Information Technology
Social Work
- 34 Education Center
Einstein Bros Bagels
78 ETTC
87 Middle, Secondary, Reading
& Deaf Education
166 Early Childhood & Spe Ed
212 ACE
227 Dean COE
- 36 PE Complex
Athletics
165 K & PE
- 37 Fine Arts Bldg
2nd fl Dean COA
107 Dean COA
107 Art
2264 Music
- 39 University Center
• Entrance 1
Live Oak Conference Room
Dogwood Room
3103 Employee & Org Development
Rose Room
Theater
Willow Room
• Entrance 2
Cypress Room
Event Services
Food Court
Information Desk
Magnolia Room
Executive Dining Room
• Entrance 3
Crafts
Dance Studio
Printmaking
Sculpture
• Entrance 5
VP Finance & Administration
Business Services
Financial Aid & Veteran Affairs
Financial Services
Human Resources/Employee Devel.
Purchasing
Registrar
• Entrance 6, 7 & 8
SAJ
OASIS: Ctr for Advising & First Year
Programs
Interdisciplinary Studies
• Entrance 9
2037 South Georgia College Entry
Program (SGCEP)
• Entrance 10
Interior Design
Graphic Design
- 40 Special Ed & Comm Disorders Bldg
Disorders
201 Curriculum, Leadership &
Technology
Mass Media Bldg—Level 2
- 42 Oak Street Deck—Level 2
University Police
Auxiliary Services
- 48 University Park
COA Outreach
- 49 RCCE—Continuing Education
Learning in Retirement
Public Services
Marriage & Family Therapy
FamilyWorks
Satellite Services
University Advancement
Advancement Services
Alumni Relations
Creative Design Services
Development
Marketing & Community Relations
VSU Foundation, Inc.
University Web Team
IT Training Lab
- 50 Sustella Deck—Level 1
Parking & Transportation
Campus Recreation Rental Center



Emergency Phone Locations

▲ Indicates the location of freestanding emergency phones. Emergency phones are also located at the main entrance to all the dorms.

UC Entrance Numbers

2 blocks south of the University Center

REGIONAL CENTER for CONTINUING EDUCATION



THE
GRADUATE
SCHOOL

Graduate Assistant
Handbook

Forms



Graduate Assistant Time Sheet

The Graduate School

ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698
PHONE 229.333.5694 • **FAX** 229.245.3853 • **WEB** www.valdosta.edu/gradschool

Date		
___/___/___	___/___/___	___/___/___

Please fill in the **actual** hours worked each day during the week.
 If one of your days is a holiday, fill in your hours and write "Holiday" next to the day.

NAME _____ WEEK OF _____

	In	Out	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

_____ TOTAL HOURS

Please turn in completed timesheets to your supervisor at the end of your work week.

Reviewed by: _____
PRINT NAME SIGNATURE DATE

NOTE: If your hours are short one week and you are making up the hours at another time, please list information with the date to be made up under the comments section.

COMMENTS

GA initials and date if comments are reviewed:

PRINT NAME SIGNATURE



Graduate Assistant Evaluation Form

The Graduate School

ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698
PHONE 229.333.5694 • FAX 229.245.3853 • WEB www.valdosta.edu/gradschool

Date		

Section I: Student and Department Information

STUDENT NAME _____

VSU ID _____

JOB TITLE _____

DEPARTMENT _____

Section II: Employee Evaluation

Evaluate the graduate assistant according to the following criteria and then discuss the evaluation with the graduate assistant. Lines are provided for additional comments. Both supervisor and graduate assistant should sign this form as indicated in Section III. If the student was not under your employ long enough to evaluate, please indicate in "comments."

_____ ACADEMIC YEAR

Criteria	Excellent	Good	Fair	Poor
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Section III: Supervisor & Student Signatures

Student Authorization: My supervisor has discussed this evaluation with me and I have reviewed it. I authorize the release of information on this evaluation to potential future employers and the Graduate School Office.

STUDENT SIGNATURE _____

DATE _____

SUPERVISOR SIGNATURE _____

DATE _____



Graduate Assistant Evaluation of Experience

The Graduate School

ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698
 PHONE 229.333.5694 • FAX 229.245.3853 • WEB www.valdosta.edu/gradschool

Date		
___/___/___	___/___/___	___/___/___

Section I: Student and Department Information

STUDENT NAME _____

VSU ID _____

SUPERVISOR _____

DEPARTMENT HEAD _____

JOB TITLE _____

DEPARTMENT _____

Section II: Assistantship Evaluation

_____ ACADEMIC YEAR

Assignment and Duties

1. Please indicate the number of semesters you have been in this assistantship. _____

2. What percentage of your scheduled time is devoted to:	0%	0-50%	50-75%	75-100%
Teaching and/or Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research, Creative or Scholarly Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programmatic and/or Administrative Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advising, Counseling or Human Services Associated with Career Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Overall, would you say that the amount of work expected from you in this assistantship was: Not Enough About Right Too Much

4. Please rate your experiences using the following scale:	Strongly Agree	Agree	Somewhat Agree	Disagree	Strongly Disagree
The workload for my assistantship was realistic and manageable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My work environment was comfortable and efficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My assistantship provided professional training and skill development opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor

5. Please rate your experiences using the following scale:	Strongly Agree	Agree	Somewhat Agree	Disagree	Strongly Disagree
I am satisfied with my supervision and guidance received during my assistantship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor meets with me regularly to discuss progress and is aware of the status of my projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor give constructive feedback and is fair when reviewing or evaluating my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Consent for Release of Information

The Graduate School

ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698

PHONE 229.333.5694 • **FAX** 229.245.3853 • **WEB** www.valdosta.edu/gradschool

Date		
____	____	____

FULL NAME

I, _____, hereby authorize Valdosta State University to release job reference information, including the dates of graduate assistantship appointment, job duties, and quality of my performance to any prospective employers who request the information for hiring purposes.

I understand that this information is considered a student record. Further, I understand that by signing this release that I am waiving my right to keep this information confidential from the above personnel under the Family Education Rights and Privacy Act (FERPA).

I certify that my consent for the release of this information is entirely voluntary. I certify that I understand this consent to release can be revoked by me at any time in writing but will not be effective for materials already released under it.

STUDENT SIGNATURE

DATE



The Graduate School

A Regional University of the University System of Georgia
and an Equal Opportunity Institution