Requirements for Students who are Awarded Graduate Assistantships by the School of Computing

To insure both (a) that recipients of awards use their time in ways that further most effectively their educational objectives and (b) that students are apprised of our expectations, the Graduate Program Committee has drawn up the following conditions for award recipients:

1. Recipients of awards from the department will be assigned to assist one or more faculty members in their courses. The individual faculty member will make the specific work assignment, which will typically consist of some combination of supervising laboratory sections, grading tests, homework and programs; proctoring tests; holding office hours for consultation and/or being present in the computer lab to answer questions about assignments. These duties will require either 13.33 hours per week or could be 17.78 hours per week. All Doctoral level Teaching Assistants must be willing to serve as an Instructor of Record for at least <u>one semester</u>, if requested. Instructor of Record credentials include meeting TA policy requirements in addition to appropriate Master's degree for teaching discipline or 18 graduate credit hours. IOR requirements are found here: <u>4.07 Miscellaneous Course Policies - Provost's Office - University of Georgia (uga.edu)</u>

2. Recipients of aid from the department are expected to perform their duties satisfactorily (i.e., well prepared and on time for class, having a courteous and respectful attitude towards students, using good judgement in grading, meeting deadlines, attending required meetings, attending required meetings, etc.). The recipient's performance will be evaluated by their assigned faculty member during the term. The recipient will receive a warning letter in the event of an unsatisfactory performance. Any further occurrence of unsatisfactory performance reported in the final evaluation may be grounds for termination of financial support.

3. To receive the benefits of an award, the recipient must maintain enrollment as a graduate student at the University of Georgia in a degree program approved by the Department. It is the recipient's responsibility to meet the Graduate School's requirements and deadlines for admission to said program, and to make whatever travel and immigration arrangements that might be necessary in order to attend the University of Georgia. Recipients of awards will enroll for minimum 12 credit hours, and maximum of 18 credit hours.

4. It is the recipient's responsibility to comply with the policy regarding registration of graduate assistants: all graduate assistants must register during the early registration period. If you are not registered and paid <u>before</u> the first day of classes, your departmental funding and the privilege of the reduced matriculation fee for the semester will be cancelled. Consult with the Athena Schedule of Classes for additional pre-registration dates.

5. Like all graduate students in the MAMS, MS and Ph.D. programs, award recipients are expected to complete successfully their course work, examinations, and other assessments of their academic progress and to satisfy University and Departmental requirements concerning selection of a major professor and approval of a Program of Study.

6. Computer Science students are expected to complete their Ph.D. degree work in <u>four</u> academic years and their M.S. degree work in <u>two</u> academic years. Those graduate assistants who perform their assigned duties conscientiously and who make good academic progress, will be reviewed on a case-by-case basis for subsequent CS funding support.

7. Students must qualify with UGA English proficiency requirements prior to TA assignment. English proficiency can be obtained with TOEFL speak 26, IELTS overall 8.0 or greater or Duolingo overall 135 or greater, and/or UTA ITA-TEP Placement Level 3 or 4. Teaching Assistants must enroll in GSRC 7770 (3 credit hours) or LLED 7769 (3 credit hours) AND successfully complete UGA TA Orientation (offered in fall/spring) by semester one to CS Graduate Programs office. See policy here: https://www.ctl.uga.edu/_resources/documents/UGA-Policy-for-Teaching-Assistants-July-2020.pdf

8. All funded graduate students in Computer Science are required to have health insurance. Detailed information may be found at http://www.uhs.uga.edu/.

9. Assistantship recipients are expected to attend Colloquia of the Department.

10.   You must be on campus and email check-in with the Graduate Coordinator at least <u>one week</u> before beginning employment otherwise it must be assumed that you are not coming, and your assistantship will be reassigned.

11.   Students must indicate their current degree program appearing in Athena on this document. Any change of degree from Ph.D. or MS Thesis to MS Non-thesis degree program during the semester of assistantship may result in <u>cancellation of the assistantship and tuition waiver</u>, for the semester.

12.   All students who are awarded Teaching Assistantship for the award period must satisfy UGA TA policy requirements found here: https://ctl.uga.edu/grad-student/ta-policy/.

13.   *International students who accept a TA offer, must inform the School of Computing Graduate Coordinator at cs-grad-coordinator@uga.edu of their visa issuance, and send a copy of the visa two weeks prior to start of classes .If an incoming student does not have a valid student visa to study at the University of Georgia, Computer Science by the above date, this TA offer will be canceled.*

14.   Failure to live up to these expectations and conditions would make future awards unlikely and could result in the IMMEDIATE termination of this award. We trust you will find these conditions fair.

Please sign and return a copy of this offer (all pages) in order to indicate your understanding of the conditions set out above, and your acceptance of the award being offered.

_____ _____ _____
Full Name (Printed)   Signature   Date

Award Period: «Award_Period»

Approved Program: (circle one):

MS_CS   MS_CS_NT   MS_Cyb   MS_Cyb_NT   PhD_CS

This form is effective beginning fall 2022. Email to CS Graduate Coordinator's office. All other forms are void.