

# Missouri State

U N I V E R S I T Y

## GRADUATE ASSISTANTSHIPS

A number of graduate assistantships are made available each year to assist students with expenses while studying for advanced degrees at Missouri State University. Students who are enrolled as non-degree seeking, post baccalaureate or in any other non-graduate degree enrollment classification are ineligible for assistantships.

**Benefits** - The graduate assistantship provides a student with a minimum stipend of \$7,340 for the 2009-10 academic year (nine months) and, in some departments, a higher stipend is available. A limited number of assistantships are available during the summer. The minimum stipend for the 2009 summer assistantship is \$1,835.

**Fee-Waiver Scholarships** – Students who receive graduate assistantships are also eligible for fee waiver scholarships if their appointment paperwork is received in the Graduate College by September 15 (fall semester GA) or February 15 (spring semester GA). Fee waivers are intended to cover graduate courses required on the Advisor Approved Program of Study. The maximum cumulative credits allowable with fee waiver scholarship assistance will not exceed ten percent beyond the credit hour requirements of the degree program. Upon review, courses which do not meet this guideline will result in loss of the fee waiver benefit for such courses. In rare situations, with special permission of the Graduate Associate Dean, undergraduate courses mandated by the advisor to complement a student's program of study may also be covered by the fee waiver. Fee-waiver scholarships are for up to 15 hours of graduate course work for each of the fall and spring semesters. Those receiving summer term fee-waiver scholarships have fee coverage for up to 6 hours of graduate course work. Students appointed on a graduate assistantship during the spring semester are eligible for a fee waiver scholarship during the following summer term. This eligibility does not depend on having a summer graduate assistantship. For fee-waiver purposes, credit hours taken in the intersession prior to the semester are part of the allowable fee-waiver limits of that semester (i.e., 15 hrs limit in fall, 15 hrs limit in the spring; 6 hrs in summer). Please note that the GA fee waiver scholarship covers only credit hour fees and student services fees. It does not cover special course fees, student health insurance, books, or other miscellaneous fees.

**Eligibility and Requirements** - To be eligible for a graduate assistantship, a student must be admitted into a degree program and have at least a 3.00 grade point average on his/her undergraduate cumulative, last 60 hours, or 9 hours of graduate work. Students who receive an assistantship must be enrolled in a minimum of 6 hours of graduate-level course work (500-800 level) during a regular semester. However, a minimum enrollment in 9 hours is required to be considered a full-time student. Summer graduate assistants must enroll for at least 3 hours of graduate-level course work. A student in a masters degree program may hold an assistantship for a maximum of two years (including fall, spring, and summer), and a student admitted to certificate program may hold an assistantship for two semesters. A student is eligible for a third year of assistantship support if she or he has completed all requirements for a masters degree (has graduated) and is admitted to a second masters degree or a graduate certificate program. Also, a student in a doctoral program is eligible for a third year of assistantship support. Graduate assistants are not eligible to work at any other paid position at Missouri State University during the time of their assistantship. Assistants must maintain a 3.00 GPA to continue eligibility.

**Availability** - Graduate assistantships are offered in both academic and administrative areas. Assistantships provided through academic departments typically involve either teaching or research responsibilities. Assistantships in administrative offices involve a variety of office-specific tasks.

**Application** - To apply for an assistantship, the student must submit an application directly to the department/office in which an assistantship is sought. It is important to check with the department/office before applying as there may be additional requirements such as letters of recommendation.

**Procedures** - Once you have been notified by the department or office that you are being offered an assistantship, you should wait to receive confirmation and additional information from the Graduate College. You will receive an award letter and an *Employment Appointment Form*. The *Employment Appointment Form* must be returned to the Graduate College in a timely manner in order to process your fee waiver and to ensure that your paycheck is not delayed.

**Appointment Period** – Assistantships begin the week prior to classes and continue through graduation. Graduate assistants work 20 hours per week on average. Specific hours of employment are arranged between the student and the supervisor. Graduate Assistants are not eligible to hold any additional on-campus positions other than their graduate assistantships during the time of their appointment.

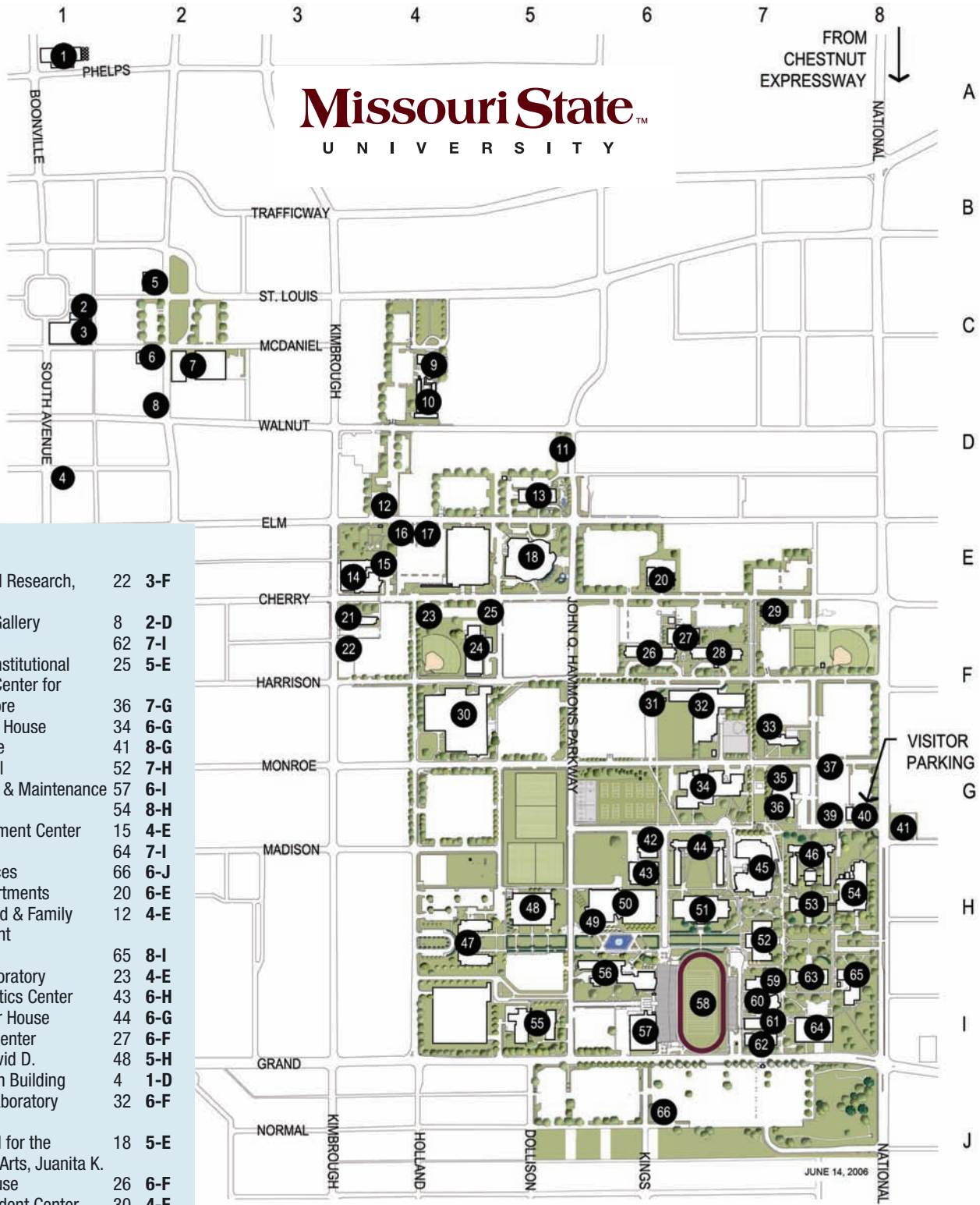
**Academic Departments and Campus Offices that offer graduate assistantships  
417 Area Code Applies for all departments**

<b>Department</b>	<b>Location *(See Map - Page 4)</b>	<b>Phone Number</b>
Accountancy	Glass 439	836-5414
Agriculture	Karls 201	836-5638
Art and Design	Ellis 308	836-5110
Biology (major only)	Temple 221	836-5126
Biomedical Sciences	Professional Building 400	836-5603
Chemistry	Temple 423	836-5506
Communication and Mass Media	Craig 370	836-5218
Communication Sciences and Disorders	Professional Building 237	836-5368
Computer Information Systems	Glass 359	836-4131
Economics	Strong 351	736-5516
College of Education	Hill Hall 304	836-5254
Educational Administration	Siceluff 196	836-5392
English	Pummill 301	836-5107
Finance and General Business	Glass 300	836-5504
Fruit Science	Mountain Grove Campus	417-926-4105
Geography, Geology and Planning	Temple 363	836-5800
Greenwood Lab School	GLAB 4	836-5021
Guidance and Counseling	Siceluff 297	836-5449
Health, PE and Recreation	McDonald Arena 103	836-5370
History	Strong 410	836-5511
Industrial Management	Glass 200	836-5121
Management	Glass 414	836-5415
Marketing and Quantity Analysis	Glass 238	836-5413
Mathematics	Cheek 10M	836-5112
Media, Journalism and Film	Craig 370	836-5218
Music	Ellis 206	836-5648
Nursing	Professional Building 300	836-5310
Physics, Astronomy and Material Science	Kemper 101	836-5131
Political Science	Strong 307	836-5630
Psychology (major only)	Hill 109	836-5797
Religious Studies	Strong 251	836-5514
Secondary Education	Hill Hall 207D	836-6721
Social Work	Professional Building 200	836-6953
Sociology and Anthropology	Strong 451	836-5640
Teacher Education	Hill 207	836-6769
Technology	Glass 200	836-5121
Theatre and Dance	Craig 355	836-5268
University College	UNHV 115	836-5872

<b>Offices</b>	<b>Location *(See Map - Page 4)</b>	<b>Phone Number</b>
Academic Affairs	Carrington 209	836-4589
Academic Athletic Assistant Program	Forsythe Athletics Center 243	836-6829
Alumni Relations	Alumni Center 100 -- Kenneth E. Meyer	836-5654
Assessment/Instructional Support	CAIR 104	836-6300
Business Advisement	Glass Hall 106	836-5386
Campus Recreation	Plaster Student Union 131	836-5334
Career Services	Carrington 309	836-5636
The Extended Campus and International Programs		
Computer Institute	301 South Jefferson Avenue -- Jim D. Morris Center	836-6662
Distance Learning and Instructional Tech.	ALUM 400 - Kenneth E. Meyer	836-6111
English Language Institute	301 South Jefferson Avenue -- Jim D. Morris Center	836-6540
Health and Human Services	301 South Jefferson Avenue -- Jim D. Morris Center	836-6533
Cooperative Education	Carrington 303	836-4135
Counseling and Testing Center	Carrington 311	836-5116
Dean of Students	Plaster Student Union 405	836-5527
Development Office	Alumni Center 100 -- Kenneth E. Meyer	836-4143
Disability Support Services	Plaster Student Union 405	836-4192

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Environmental Management	STMA	836-8334
Financial Aid	Carrington 101	836-5262
Financial Services	Carrington 119, 113, 424	836-5632
Graduate College	Carrington 306	836-5335
Hammons Student Center	Hammons Student Center 324	836-5240
Health Ed. & Wellness (Taylor)	Taylor Health and Wellness Center	836-4040
Human Resources	Carrington 118	836-5102
Institutional Research	744 E. Cherry	836-5274
Learning Diagnostic Center	Alumni Center 502 -- Kenneth E. Meyer	836-4787
Library	Duane G. Meyer Library	836-4525
Management Development Institute	Glass 113	836-5667
Men's Athletics	Hammons Student Center	836-5244
Missouri State University Foundation	Alumni Center 100 -- Kenneth E. Meyer	836-4143
Multi-Cultural Student Services	Carrington 302	836-6618
Project ACCESS	Hill 205 B	836-6755
Publications	Alumni Center 600 -- Kenneth E. Meyer	836-4142
Residence Life and Services	Hammons House 104	836-5536
Safety and Transportation	636 E. Elm	836-5509
Scientific Research, Center for	Levy 2nd Floor Missouri Virtual School (MVS)	836-4743
Small Business Development Center	Glass 113	836-5685
Sponsored Research	Carrington 407	836-5972
Sports Information	Hammons Student Center 138	836-5402
Student Activities/Greek Affairs	Plaster Student Union 101	836-4386
Student Employment	Blair Shannon 113	836-5627
Student Success	University Hall 205	836-8343
Student Union	Plaster Student Union	836-5886
TRIO Student Support Services	Kemper 226	836-6220
University College	UNVH 115	836-5872
University Communications	Alumni Center 600 -- Kenneth E. Meyer	836-6397
Women's Athletics	Hammons Student Center	836-5246
Writing Center	Siceluff 210	836-6398



**LEGEND**

Archaeological Research, Center for	22	3-F
Art & Design Gallery	8	2-D
Art Annex	62	7-I
Assessment/Institutional Research, Center for	25	5-E
Baker Bookstore	36	7-G
Blair-Shannon House	34	6-G
Burgess House	41	8-G
Carrington Hall	52	7-H
Central Stores & Maintenance	57	6-I
Cheek Hall	54	8-H
Child Development Center	15	4-E
Craig Hall	64	7-I
Custodial Offices	66	6-J
Dogwood Apartments	20	6-E
Early Childhood & Family Development	12	4-E
Ellis Hall	65	8-I
Forensics Laboratory	23	4-E
Forsythe Athletics Center	43	6-H
Freudenberger House	44	6-G
Garst Dining Center	27	6-F
Glass Hall, David D.	48	5-H
Great Southern Building	4	1-D
Greenwood Laboratory School	32	6-F
Hammons Hall for the Performing Arts, Juanita K.	18	5-E
Hammons House	26	6-F
Hammons Student Center, John Q.	30	4-F
Hill Hall	63	7-I
Hutchens House	28	7-F
Jordan Valley Innovation Center	1	1-A
Karls Hall	61	7-I
Kemper Hall	55	5-I
Kentwood Hall	9	4-C
Kentwood South Apartments	10	4-D
Kings Street Annex	42	6-G
Levy/Wolf Building	2	1-C
Madison Hall	40	8-G
McDonald Hall & Arena	51	6-H

Meyer Alumni Center, Kenneth E.	7	2-C
Meyer Carillon, Jane A.	49	5-H
Meyer Library, Duane G.	50	6-H
Monroe Hall	37	8-G
Morris Center for Continuing Education, Jim D.	6	2-C
One-Room School House	31	6-F
Park Central Office Building	3	1-C
Physical Therapy Building	21	3-F
Plaster Sports Complex, Robert W.	58	6-I

Plaster Student Union, Robert W.	45	7-H
Power House	60	7-I
Professional Building	14	3-E
Pummill Hall	59	7-I
Safety & Transportation Offices/Police Substation	16	4-E
Scholars House	29	7-E
Siceluff Hall	53	7-H
Strong Hall	47	4-H
Student Exhibition Center	11	5-D
Sunvilla Tower	13	5-D

Taylor Health & Wellness Center	35	7-G
Temple Hall	56	6-I
Transit Operations Center	17	4-E
University College Hall	39	8-G
Visitor's Booth	38	8-G
Wehr Band Hall	24	4-F
Wells House	46	7-H
Woodruff Building	5	2-C
Woods House	33	7-F

VISITOR PARKING

JUNE 14, 2006