

## **policies**

Almost all WVSU Biotech graduate students are supported by either a Graduate Teaching Assistantship (GTA) or a Graduate Research Assistantship (GRA). In Fall 2018, we have 10 GTA positions and eight GRA positions. Our GTAs teach half-time, which (for a team of two GTAs) means four sections of teaching labs (eight teaching hours, plus 12 hours of preparatory time) per week. Our GRAs are also half-time (20 hours per week), and the nature of each GRA varies with the particular lab in which the GRA works.

Graduate Assistantships include full tuition coverage and stipends of \$12,000 per academic year. Currently, there are about \$500 per year of fees that are not covered by WVSU. The fees cover such items as lab and library fees.

The Biotech faculty expect that most graduate students will complete their degree in two years. Although we do not guarantee support for two years, we make every effort to do so, provided the student is making acceptable progress through the Program.

Graduate Assistantships are awarded to students without regard to financial status, race, sex, age, color, religion, disability, national origin or ethnic origin. In order to be eligible for assistantships, you must be enrolled full-time (9 credit hours). As part-time employees, Graduate Assistants may work no more than 20 hours per week, including (totaling) all jobs at WVSU and the Douglass Institute.

Graduate Students who are not up-to-date with Program deadlines jeopardize their eligibility for renewal of their Graduate Assistantships. Although it is the responsibility of the student to know and meet all deadlines, the Thesis Advisor and Coordinator will help this happen.

New foreign students, be advised that you cannot be employed or paid until you have a Social Security number. You cannot apply for one until you have been in the US for ten days, and you should allow time for the application to be processed. Contact the WVSU Office of International Affairs for assistance: [international@wvstateu.edu](mailto:international@wvstateu.edu) 304-766-3084 306 Ferrell Hall.

Office assignments are made at the discretion of the Coordinator, in space made available by the Dean. Graduate students should not need to be told that, in all locations in Hamblin Hall, they are expected to behave as professional academics and scientists. As office space in Hamblin Hall is limited, priority for offices will be given to GTAs over GRAs. Mailboxes are provided in the main Biology office, Hamblin Hall room 101. Be sure to check them regularly, even daily.

**Graduate Teaching Assistantship (GTA)** awardees are chosen by the Biotechnology Graduate Faculty, based on such factors as the number of assistantships available and the academic preparedness of the candidates. Once a graduate student has been awarded a GTA, the Faculty make every effort to continue supporting the student for four (4) contiguous semesters, not counting summers.

The teaching performance of GTAs is to be evaluated each semester by the faculty member with whom the GTA has taught. In addition, The Coordinator will observe teaching by new GTAs, as well as any other GTAs who bear further observation. Graduate Teaching Assistantships are awarded on a single-semester basis, but are renewable.

Graduate Teaching Assistantships will not be awarded to students who are delinquent in meeting their deadlines toward graduation (ex. in the second semester in the program, MS students must form a Thesis Committee, complete with committee members' signatures). Renewal of the GTA is contingent upon acceptable performance.

**Graduate Research Assistantships (GRA)** are available through various funding sources. Some Biotechnology Graduate Faculty are able to employ GRAs through their individual grants monies. For details, contact the faculty member who sponsors the assistantship.

Several GRAs are available to support researchers who work with WVSU's Land Grant entity, the Gus. R. Douglass Institute (GRDI). Recipients of these "Evans Allen / GRDI" GRAs are recommended by the individual researcher, nominated by the Biotechnology Graduate Faculty, and selected by the Douglass Institute. The Douglass Institute first notifies the Biotechnology Faculty of the number of funded GRA positions. The Faculty subsequently provide the Douglass Institute administrators with a ranked list of candidates. This ranking is based on such factors as the academic preparedness of the candidates and a fair distribution of GRA positions among eligible labs. The Douglass Institute notifies the Coordinator of the awardees.

Graduate Research Assistantships are awarded on a single-semester basis, but are renewable.