

School of Art Graduate Assistantship Policy and Agreement

Student: _____ Andrew ID: _____

Faculty: _____ Andrew ID: _____

Semester: Fall Spring 20_____

All students in the School of Art's M.F.A. program receive Graduate Assistant Scholarships for each semester in residence. Graduate assistantships are a required component of the M.F.A. program. They offer a variety of opportunities to develop teaching and other professional experience through working with a member of the art faculty or staff. Graduate Assistants provide valuable support for the School both inside and outside the classroom. Graduate assistantships can follow one of several tracks—administrative, teaching, research, or a hybrid of any of the three. An administrative assistant helps with the everyday production and maintenance of a class or assists faculty (and in special circumstances, staff) with administrative responsibilities. A teaching assistant is involved with the pedagogy of the classroom, including but not limited to paper/project assessment, critiques, and occasional lectures. Research assistants perform library, community, or site research for a faculty project or course. Any combination of tracks that results in professional or pedagogical development may be negotiated as a hybrid graduate assistantship.

Graduate Assistant Responsibilities

Graduate assistants are expected to take initiative to encourage quality educational experience for themselves. The specific job description for each graduate assistant is determined in agreement with the supervising instructor or staff member. Graduate assistant responsibilities may include any of the following duties:

- Attending classes taught by their supervisor
- Observing and participating in group and individual critiques
- Developing and explaining assignments
- Class prep including research, still-life set-up, AV equipment, technical demonstrations, and furniture
- Preparing studio demonstrations
- Collecting, organizing, preparing teaching materials, and presenting slides and other media
- Informal student advising
- Evaluating artwork, papers, and exams
- Making class presentations
- Monitoring facilities
- Assisting faculty in their artmaking and/or research
- Assisting with admissions, faculty searches, lecture series and other administrative projects
- Assisting with special projects
- Other (please specify) _____

Workload

Graduate assistants are expected to work an average of 8 hours per week, including time spent in the classroom.

Responsibilities Of The Supervisor

The primary responsibilities of the supervising instructor or staff member are to communicate the specific job description to the graduate assistant, to endeavor to make the work of the graduate assistant a worthwhile learning experience, to integrate graduate assistantships with the undergraduate program, and to monitor the effectiveness of the assistantship.

Graduate Student Signature Date

Faculty Signature Date