

# Department of Communication Studies

## Graduate Assistant Application

Graduate Assistants are eligible to assist with COMS 4, Introduction to Public Speaking, Hybrid format, which meets the A1 GE oral communication requirement. This document includes the eligibility requirements, a description of the Graduate Assistant position, and application materials (e.g., for the department, college and university).

Applications will be reviewed by COMS 4 Hybrid Coordinator Dr. Andrea Terry. If selected, you will be expected to make an appointment to meet with Dr. Terry as soon as possible. She will then provide details regarding orientation. Please direct questions to: [andrea.terry@csus.edu](mailto:andrea.terry@csus.edu)

Current graduate students: Please submit applications to the Graduate Resources Canvas page by the respective deadline for Fall or Spring applications, typically mid-October or mid-February.

Incoming graduate students: Please email your application to Alexis Garcia at [alexisngarcia@csus.edu](mailto:alexisngarcia@csus.edu)

### COMS 4 Graduate Assistant Eligibility

1. Must have applied for admission to the Communication Studies graduate program or have been admitted to the program.
2. Must be either conditionally classified or classified in the graduate program at the time of appointment.
3. Must be making acceptable progress toward the master's degree. Acceptable progress is normally defined as enrollment in at least 6 units (per semester) of approved graduate level coursework or supervised activity (such as work on Culminating Experience).
4. Minimum GPA of **3.25** is required.

### COMS 4 Graduate Assistant Responsibilities

1. Grading speeches
2. Providing the students with constructive, detailed and prompt feedback
3. Regular attendance at Graduate Assistant meetings (on average 2 meetings per month)
4. Record keeping - Attendance, Speech Grades, Exam Grades, etc.
5. Regular and prompt response to email, voice mail, and all other forms of communication with students as well as the course coordinator
6. Model communication practices that reinforce text and lecture materials
7. Providing 45 minutes of office hours per week per section taught
8. Creation of a positive affect toward the course

**Part I**  
**General Application**  
**Questions**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone ( \_\_\_ ) \_\_\_\_\_ Work Phone ( \_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

Present Grade Point Average (GPA):

COMS \_\_\_\_\_ Overall \_\_\_\_\_

Number of units completed toward MA: \_\_\_\_\_ Expected date of graduation: \_\_\_\_\_

Advisor: \_\_\_\_\_

List graduate courses you have taken and the professors teaching those courses if applicable:

<b>Course Number</b>	<b>Course Name</b>	<b>Professor</b>	<b>Grade</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide the names, emails, and phone numbers of at least two references regarding your teaching and/or presentation skills (*not required for GA's who are reapplying*).

Name: \_\_\_\_\_

**Part II**  
**COMS 4 Graduate Assistant Application**  
**Items to be submitted in one combined PDF document**

- I. A letter, maximum of two typed pages, that highlights your qualifications and expertise with respect to presentational speaking
- II. A current resume
- III. The following information:
  - 1. List courses taken that have helped you prepare to be a Communication Studies 4 Graduate Assistant.
  - 2. List extracurricular activities you have participated in that have helped prepare you to be a Communication Studies 4 Graduate Assistant.
  - 3. List business and/or professional activities you have participated in that have helped prepare you to be a Communication Studies 4 Graduate Assistant.
  - 4. I would like to be a Graduate Assistant for (check one):
    - \_\_\_ **ONE** section of Communication Studies 4
    - \_\_\_ **TWO** sections of Communication Studies 4
- IV. The University application
- V. The College of Arts & Letters application (highlighted portions and signature lines)

Indicate which courses you plan to take in the semester you will GA:

Course Number	Course Name	Professor

# California State University, Sacramento

## Graduate Assistant (GA) / Teaching Associate (TA) Application

Submit completed and verified application by EMAIL directly to the hiring department or program unit

Semester:  Spring  Summer  Fall  Winter Year: \_\_\_\_\_

Department / Program Center: \_\_\_\_\_  Graduate Assistant  Teaching Associate  
*One Application per Position*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_

Student ID #: \_\_\_\_\_ Birthday: \_\_\_\_\_ / \_\_\_\_\_ / XXXX  
Month Day Year

Telephone: \_\_\_\_\_ Sac State Email: \_\_\_\_\_

Graduate  Doctorate → Program: \_\_\_\_\_

**Substitute Teaching Associate Pool (TA Only)** - Check if you want to be considered for the on-going, **as needed**, substitute TA assignment pool.

Have you worked as a TA / GA before?  No  Yes → Dept: \_\_\_\_\_ Yr: \_\_\_\_\_

Are you an international student?  No  Yes → F-1 and J-1 students are eligible to work on-campus while attending classes.

Will you be working as an **Student Asst, Instructional Student Asst, Graduate Asst or Teaching Associate** in any other department?

No  Yes → Department / Hours Working: \_\_\_\_\_  
Students may not work more than 20 hours a week (Fall & Spring only)

Will you be working as a **Temporary Faculty or Staff Employee** in any other department?

No  Yes → Academic Student Employees **MAY NOT** be concurrently hired as faculty or staff member.

**Do you have prior experience?** Attach a separate sheet describing your qualifications for the position **OR** resume/CV.

Enter the names and contact information for two references. At least one must be by a university faculty member.

Name	Title/Department	Institution	Telephone

Name	Title/Department	Institution	Telephone

The information submitted in this application is true and correct to the best of my knowledge.

← Click here to verify Date: \_\_\_\_\_

### Hiring Department / Program Unit Only

Graduate OVERALL GPA: \_\_\_\_\_ Units Enrolled: \_\_\_\_\_  Continuous Enrollment Documents Submitted

Is the applicant an international student?  No  Yes → Only F-1 and J-1 students are eligible to work on-campus while attending classes.

We recommend this graduate student for employment during the semester indicated above as a:

Teaching Associate for \_\_\_\_\_ hours per week (course info): \_\_\_\_\_  TBA  
Course Subject Number Section(s) Units

Graduate Assistant for \_\_\_\_\_ hours per week (Fall & Spring Semesters: Max. 20 hrs per week)

ONLY graduate or doctoral students are eligible to work as **Graduate Assistants (GA)** or **Teaching Associates (TA)**

Posting Position Number \_\_\_\_\_

Will the student be receiving a GA / TA Dean's fee waiver?  No  Yes

In compliance with the criteria and terms of the Sacramento State Graduate Assistant / Teaching Associate Dean's fee Waiver Program, the academic unit cited is permitted to recommend this Graduate Assistant for a waiver of the State University fees and / or the non-California resident tuition (not valid unless signed below). Waivers are funded by the hiring department / program.

GA/ TA reports to (staff / faculty): \_\_\_\_\_

Ext: \_\_\_\_\_

**Chair / Unit Administrator:** I verify that the student meets the following requirements (check off boxes):

Graduate Student is enrolled in 4-12 units OR Continuous Enrollment paperwork submitted.

Overall GPA 3.0 + (2.5 for newly admitted students)

Our department / program acknowledges the following (check boxes):

Students are NOT approved to start working until they have signed and returned their offer letter to Student HR.

We are recommending this student for employment as a Graduate Assistant or Teaching Associate for the semester indicated above.

Chair / Unit Administrator (PRINT) \_\_\_\_\_

Dept. \_\_\_\_\_

Ext. \_\_\_\_\_

Signature \_\_\_\_\_

<b>SECTION 1 Student Information: Student to Complete</b>		Today's Date:
1. Student ID:	2. First Name:	3. Last Name:
4. Student Saclink Email:	5. Primary Phone:	6. Met Academic Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No-Letter Attached
7. Academic Major:	8. Residency: <input type="checkbox"/> Domestic <input type="checkbox"/> International	9. Student Employee Status: <input type="checkbox"/> New <input type="checkbox"/> Returning
<b>SECTION 2 CSU Job Information: Hiring Manager to Complete</b>		<b>2. Job Action/Reason:</b>  <b>New Requests</b> <input type="checkbox"/> (New) Hire/Appointment <input type="checkbox"/> (New) Hire with Concurrent Appointment <input type="checkbox"/> Rehire  <b>Revisions: (Change/Update)</b> <input type="checkbox"/> Pay Rate / Student Information <input type="checkbox"/> Termination / End of Employment <input type="checkbox"/> FWS to SA
1. CMS Position #:	4. Department ID #:	
3. Student Job Classification: <input type="checkbox"/> ISA 1150 <input type="checkbox"/> GA 2355 <input type="checkbox"/> TA 2354 <input type="checkbox"/> SA(SEPTF)	5. Department Name:	
6. College Dean: Christina Bellon	7. Effective Date of Hire:	
8. Appointment End Date:	9. Job Posting number:	
10. Semester:	11. Student is assisting with what Class:	
12. Faculty Supervisor Name:	13. Faculty Supervisor direct phone #	
<b>SECTION 3 Hiring Manager Information Hiring Manager to Complete</b>		1. Early Hire <input type="checkbox"/> No <input type="checkbox"/> Yes
2. Hiring Manager's Name:	3. Hiring Manager's Email:	4. Dept Phone:
<b>ISA INFORMATION:</b> <input type="checkbox"/> ISA REG* <input type="checkbox"/> ISA-SS* <i>*If other than the minimum rate of pay is listed, a letter from the Chair must be included.</i>		
5. Hourly Rate:	6. Assigned Hours:	7. Frequency:
<b>TA/GA INFORMATION:</b> <input type="checkbox"/> TA* <input type="checkbox"/> GA* <i>*If other than the minimum rate of pay is listed, a letter from the Chair must be included.</i>		
8. Base Pay:	9. Time Base:	10. Monthly Pay:
<b>Chair Approval</b>	<b>Attachments:</b> <input type="checkbox"/> Application (ISA or GA/TA) <input type="checkbox"/> Position Description (ISA or GA/TA) <input type="checkbox"/> Supporting Documents (Resume or Exception letter)	
1. Dept Chair Name:	2. Email:	3. Phone:
4. Dept Chair Signature:	5. Date:	

# Student, Hiring Supervisor, and Hiring Manager Agreement

Student Employee's Name: \_\_\_\_\_

## Student Employee Start Date and End Dates

Supervisors and Hiring Managers may not authorize student employees to start work until they have received an official Employment Confirmation Notice from the Human Resources Student Employment Office. Student employees will receive their notice within 48 hours of completing all required HR/Payroll forms. Student employees are not allowed to work beyond their appointment end date

## Work Schedule

The Hiring Managers with the Supervisor will set the students' employee work schedule. The Hiring Manager should discuss the student employee's work schedule with the student. The Student's first role at Sacramento State is to be a student. Their hours may vary depending on exams and papers. The hiring manager and supervisor must remain flexible with student's hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow for planning around the student's needs.

## Student's Hours

Student Employees are not allowed to work over 20 hours per week during the semester. This includes students who have multiple positions on campus. For example, a student who works 10 hours in one department can only work 10 hours in another department.

## Breaks

Student employees are required to take a 15-minute paid break within the 4 consecutive hours worked and are required an unpaid 30-minute meal break before the end of the 6<sup>th</sup> consecutive hour worked unless the student employee is only working 6 hours. If the student works two jobs, the student employee is still required to take a meal break. It is the student's, supervisor and hiring manager's responsibility to keep a record of when the student employee works and when breaks are taken.

## Timesheet

Student timesheets must be filled out accurately and provided to the hiring manager on the last day of the pay period to confirm hours worked. The signature of both the manager and timekeeper are required. All signed timesheets need to be submitted to Payroll before the deadline. Instructions on how to fill out student timesheets correctly and Payroll deadlines can be found on the [Payroll website](https://www.csus.edu/administration-business-affairs/human-resources/payroll/) (https://www.csus.edu/administration-business-affairs/human-resources/payroll/).

## Campus Jobs

Students are allowed to hold multiple student employment positions i.e. FWS, ISA, GA, TA. Federal Work-Study (FWS) student employees are only allowed one FWS position. Student employees can be appointed to multiple positions as long as 20 hours per week are not exceeded.

---

*By signing below, I acknowledge and agree to all of the above*

---

**Student Employee Signature**

---

**Date**

*By signing below, I acknowledge and agree to all of the above and have provided the student employee with all steps and forms required before starting work.*

---

**Faculty Supervisor Name**

---

**Faculty Supervisor Signature**

---

**Date**

---

**Hiring Manager Name**

---

**Hiring Manager Signature**

---

**Date**



Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Person completing this Form: \_\_\_\_\_

Student Workers Who Must Undergo Background Checks

Student workers are CSU students appointed in CSU non-represented and/or represented student classifications. Their educational relationship with the university is predominant. The CSU is required to conduct a background check on student workers only if being considered for a position in which a background check is required by law. These student workers will be required to have background checks if they have not had checks within the past 12 months on the same campus.

Table with 3 columns: Question, Yes, No. Rows include: Will the Student Employee (Including Unit 11 Employees):, Be in a Sworn CSU Police Personnel Position?, Be in a Police Officer Cadet Position?, Be in a Police Dispatcher Position?, Be in a position with direct contact with minor children at a camp operated by the CSU?, Be in a position with access to stored criminal offender record information?, Be in a Position with access to patients, drugs, or medication?, Student will have access to Level 1 Data?, Has the student been an employee with Sacramento State in the last 12 months?, Has this student employee completed a background check through Sacramento State in the last 12 months? If yes, please provide the date:, Has this student employee completed a live scan (fingerprinting) through Sacramento State in the last 12 months? If yes, please provide the date:.