

## College of Science & Engineering Graduate Assistantship Requirements

1. Have a Bachelor's degree
2. Accepted into a graduate program at TAMU-CC
3. You must adhere to all qualifications and criteria for the TAMU-CC program in which you are enrolled. Your assistantship is contingent upon evident "satisfactory progress" toward your graduate degree.
4. Enrolled in a minimum of nine (9) graduate credit hours at TAMU-CC during Fall and Spring semesters. Enrolled in a minimum of three (3) graduate credit hours at TAMU-CC during the Summer.
5. Be in good academic standing at the time of hiring, and maintain good academic standing during the appointment period.\* For TA's, failure to maintain good academic standing could result in non-renewal of appointment in the next academic year. For RA's, failure to maintain good academic standing could result in termination of appointment at the end of the semester. Cases will be reviewed on an individual basis.
6. Your work performance will be reviewed every semester by your direct supervisor. Appointments may be terminated going into the new semester, as a result of unsatisfactory work performance.
7. Completion of university-required online training modules<sup>++</sup>
8. As part of compliance with I-9 regulations, a representative of the university is required to view original employee eligibility documentation. A list of acceptable employment eligibility documentation can be viewed through this link <http://hr.tamucc.edu/i-9compliance.html> under "List of Supporting Documents" section. Please bring your chosen documentation with you on your first day.
9. Offers to foreign nationals are contingent upon obtaining and maintaining valid work authorization from the United States Citizenship and Immigration Services
10. This is a security sensitive position. Continued employment is contingent upon an acceptable background investigation
11. Your employment is subject to the Regulations of The Texas A&M University System

### Teaching Assistantship Applicants

**In addition to the above, by submitting the TA application, you understand and agree to the following:**

- Mandatory attendance to one-day training, date, time and room TBD
- First-time TAs must enroll in SMTE-5004 "Teaching Assistant Seminar"<sup>\*\*</sup>
  - This is an online course with 3 in-person meetings. These meetings are TBD. All applicants will be notified through islander email as soon as the dates become available.
  - Notice of any other changes to date, time or location will be sent to your Islander email.
  - Non-attendance to the 1-day training and/or first SMTE 5004 session will result to termination of TA employment.
  - Failure to attend the 2nd and 3rd or succeeding SMTE 5004 sessions will result to non-renewal or non-consideration for TA appointments in future semesters.
- That the information you entered on the application is true to the best of your knowledge.
- To abide by all the requirements listed on the second screen of the application.
- You must reapply for a TA appointment each academic year.

**In addition, by accepting an assistantship:**

- You authorize TAMU-CC to perform a background investigation.
- You authorize TAMU-CC to release information on your assistantship to newspapers, newsletters, and previous institutions you attended.

**If you fail to meet or maintain any of the above requirements, your assistantship can be terminated.**

\* Good Academic Standing is a GPA of 3.00 or higher

<sup>++</sup> A list of these trainings will be made available when you complete the new employee packet. They are to be completed in TrainTraq.

<sup>\*\*</sup> This course is for zero credit hours. You will not be charged a tuition fee for it.