

GRADUATE ASSISTANTSHIP GUIDELINES

MECHANICAL ENGINEERING
UNIVERSITY OF NEBRASKA – LINCOLN

QUALIFICATIONS:

Any graduate student who is:

1. Accepted (unprovisionally) into the graduate program (M.S. or Ph.D.) in Mechanical Engineering.
2. Registered as a full-time student throughout the semesters assistantship is being requested.
3. Capable of fulfilling the qualifications and responsibilities outlined below.

SELECTION CRITERIA:

Priority will be given to applicants with:

1. High G.P.A.
2. Letter of recommendations for new applicants and written evaluations from previous GTA/GRA supervisor/advisor
3. Competency in oral and written communication
4. Leadership experience / organizational skills

APPLICATIONS:

1. Submit applications to:
Mechanical Engineering Department Chair
N104 SEC
University of Nebraska
Lincoln, NE 68588-0656
2. Deadline – Applications are due to the Mechanical Engineering Department by February 15th for the following academic year assignments. Students must list the period/semesters the assistantship is being requested. Assistantships are renewable, formal applications are required. When reapplying, evaluations from previous GRA/GTA supervisor/advisor must be attached. Notification will be mailed to students by June 15th.

BENEFITS:

Graduate Assistants are awarded a tuition waiver for each semester they are employed. In addition, a monthly stipend is awarded for the duration of the assistantship. The actual amount of the stipend is determined each year on the basis of available budgets from the funding supervisor.

Tuition remission of up to 12 hours per semester is provided as a benefit of eligible assistantship employment with the presumption that the benefit will remit tuition on courses which will prepare the student for successful completion of the degree program. Use of the benefit for frivolous or ancillary courses which do not meet this guideline could result in loss of the tuition benefit for such courses. Students are responsible for applied fees each semester.

Students holding eligible assistantships are provided basic individual student health insurance coverage at a reduced cost to the student. The student health insurance plan covers accidents and illnesses to a maximum of \$250,000 per policy year. Graduate Assistants are provided with a desk in a shared office space with other GA's. The subsequent summer tuition (6 credits maximum) is waived if the graduate assistantship for the fall and spring semester equals the minimum amount specified by the Office of Graduate Studies. If a student resigns or terminates the assistantship during the semester before 4 full months of service have been completed, all tuition benefits will be lost. The student is then responsible for paying the total tuition cost and health insurance premium.

EXPECTATIONS:

Graduate Assistantships are part-time jobs awarded to qualified students to assist them with the financial responsibilities associated with full-time enrollment in graduate school. Students who receive graduate assistantships are not permitted to hold other employment unless such, in combination with their assistantship, does not exceed a total of 19.6 hours/week.

Responsibilities will begin the Monday prior to the start of classes each semester, and continue weekly (including Fall and Spring Break Weeks) through the full week after final exams for Teaching Assistantships, Research Assistantships will begin the first working day of the month outlined in the offer letter. If a student chooses to resign or terminate his/her assistantship, a 30 day written notification must be submitted to assistantship supervisor. Likewise, if there is a need for the supervisor/department to terminate the assistantship, a 30 day written notice will be provided to the student.

