



Title of Assistantship you are applying for (if known)

Complete if you are applying for a specific position that is known to you. Most applicants will leave this blank.

Personal data

Family name First (given) name Middle name/initial

Previous or maiden last name Previous first name

Date of birth (used for purposes of identification) (mm/dd/yyyy) / / Sex: Male/Female

Permanent address

City/state/zip

Permanent phone number Cell/mobile phone number if different

Mailing address if different

City/state/zip

E-mail address

If you give different mailing and permanent addresses, which should we use in corresponding with you, and on which dates?

We will correspond with international students living in the US at their US address unless you indicate otherwise here.

Academic and Professional Information and Intentions

Indicate the specific graduate program you are applying for, or in which you are matriculated, and the degree that it offers.

Program Degree

Indicate the type(s) of assistantship preferred: [] Teaching Assistantship; [] Research Assistantship; [] Administrative Assistantship. If you are already an UMass Dartmouth graduate student, please indicate: semester hours completed: ____; anticipated completion date: ____.

In considering candidates for award of an assistantship, we will consult the information we have about you, for example, as submitted in an application for admission and, for current students, your academic and research record at UMass Dartmouth. Additional information requested here is supplemental to the information we already have on file.

In the space below, please summarize pertinent experience and skills relevant to the requested assistantship (teaching, research, computer skills, language, etc.). Note to new students: you may ask those providing recommendation letters for your admission application to address your potential for an assistantship, and you may also discuss this matter in your application's Personal Statement. If you need more space, you may attach a statement to this application form.

Blank lines for summarizing experience and skills.

List each employer, internship, or other relevant position or appointment (most recent first)

Type of work Location Start/End Dates Immediate Supervisor

Blank lines for listing employers and positions.

List all awards, special projects, research undertaken:

Blank lines for listing awards and projects.

Read the reverse of this sheet and sign the application.

Assistantship Application, *continued*

Purposes of this form: This form provides general information that will give the academic department or program representatives guidance in their decision about assistantship awards. While an assistantship may be offered if a form is not submitted, submitting the form is a convenient way of informing the university or specific program of your interest in receiving an assistantship.

Additional information will also be considered, such as your academic qualifications. Some programs will want to contact you for an interview in person or by telephone. Others will ask to see samples of your work in the form of a paper, research project, or portfolio.

Some departments will ask for specific information in addition to that called for on this form. We encourage them to post an additional form or other statements that give guidance to applicants for assistantships on their graduate program web sites. The UMass Dartmouth Graduate Studies web site will maintain links to all such program-specific forms or statements concerning graduate assistantships. Visit us online at www.umassd.edu/graduate and find the page devoted to graduate assistantships. You may also find there university policies related to assistantships and their benefits. Please also read the Financial Assistance section of the Graduate Catalogue (www.umassd.edu/catalog/graduate).

Policies and practices in effect at UMass Dartmouth for graduate assistantships

Only active students matriculated in a graduate degree program in good academic standing and who have degree requirements remaining to be completed may be awarded assistantships. Programs offering teaching assistantships will state the main duties of those appointments and the qualifications required. Teaching assistants may have sole responsibility for teaching a course section or laboratory, or may assist the instructor(s) of record in teaching and instructional support duties. By campus policy, the English/communication skills of teaching assistants must be verified prior to appointment. Post-baccalaureate certificate students are not eligible to receive assistantships.

Assistantships are awarded competitively. A graduate program committee will review teaching assistantship candidates and make formal recommendation of an action in each case, based on the stated duties and requirements and the evidence of the candidate's qualifications. Every applicant for a teaching assistantship will receive notification of award or non-award from the Office of Graduate Studies. Research assistantships allow a grant's principal investigator to select a student research assistant without a committee; but research assistantship appointments are reviewed by the dean and require approval of the Office of Graduate Studies, as do all assistantship appointments.

The official letter of appointment for all assistantship types comes from the Office of Graduate Studies. It will state the terms of the appointment (duration, hours per week, stipend, and waivers or other benefits) and conditions for continuation or cancellation. The letter also identifies a program contact person who is committed to be available to give specific information to the student. Communicating the specific duties and such matters as teaching assignments, schedules, and participation in trainings or orientation is the responsibility of the program officials.

Accepting an assistantship indicates an intention on the part of the student to complete a degree program at UMass Dartmouth. Assistantships represent a substantial investment by the university and the Commonwealth of Massachusetts. Graduate assistants are expected to make progress toward their degrees and be in good academic standing in order to retain their assistantship or to receive a subsequent award. Many departments have specific requirements for academic or professional performance. Good performance of the duties of the assistantship is also required.

Signature

To the best of my knowledge and belief, the information I have provided on this application is complete and accurate.

Signature**Date****Enclose** with application or **mail** this form to:**Full name printed****Office of Graduate Studies
University of Massachusetts Dartmouth
285 Old Westport Road
North Dartmouth, Massachusetts 02747-2300**