

Expectations for School of Natural Resources Students Holding Graduate Assistantships

The School of Natural Resources (SNR) offers the opportunity for highly qualified students to work as Graduate Teaching/Research Assistants (GTAs and GRAs) in a variety of capacities. By accepting the position in SNR, you are agreeing to the expectations listed below.

Along with a financial stipend, these opportunities provide invaluable work experience. Expectations for students and the faculty or staff member supervising the student are listed below as well as the support that both parties can expect from the School.

Please review all of the Graduate School Graduate Assistant policies at:

<http://gradschool.missouri.edu/financials/assistantships-fellowships/assistantships/>

Expectations for the Graduate Student:

- As a graduate student, your education is your top priority. Your second priority is your role as a graduate assistant. By accepting a GTA/GRA position, you are committing to fulfill both roles—student and graduate assistant.
- You and your supervisor will determine your work schedule together based on your class schedule and the needs of the specific position to meet your graduate assistantship hour expectation. Job responsibilities outside your assistantship position should not interfere with your assistantship schedule.
- You should be on time and show up when you are assigned to work. Emergencies and unexpected problems are anticipated to pop up throughout the year. You should contact your supervisor as soon as possible if you know you will be late or unable to work on a given day. Please get your supervisor's emergency contact information at the beginning of the semester.
 - If you have a teaching assistantship, you must notify your faculty supervisor immediately and make necessary arrangements for your absence. If you cannot reach your faculty supervisor, please contact the Director of Graduate Studies.
 - If you have a non-teaching assistantship, you will need to make up that time during the same week or at a mutually agreeable time.

Contact the SNR Director/Business office only if, in an emergency, you are unable to make it to an assignment that requires you to be in a certain place at a certain time (i.e. teaching a class) and you were unable to first reach your faculty member to let them know of your absence. Excessive tardiness may result in disciplinary action and loss of your assistantship.

- If you are a teaching assistant, you will need to fulfill the duties required on the timeline assigned by the instructor of the course. If you are a graduate research assistant working for a faculty member, you will need to fulfill the duties assigned to you by your supervisor.
- At the beginning of your assistantship, you will need to come to an agreement with your supervisor on the best way to communicate throughout the semester. This is at the ultimate discretion of your supervisor. Whatever form of communication is decided upon (email, text, mail, phone), you need to check this form of communication daily for updates, assignments and communication.
- GTAs/GRAs are expected to work during the weeks in which semester classes are in session and during exam week if needed. The GTA/GRA contract may be semester, academic year, or any

period of time based. You must meet with your supervisor prior to the beginning of contract to discuss your assignment and schedule. Any deviations from this (e.g. Thanksgiving break, winter or summer break) should be mutually agreed upon by you and your supervisor.

- As a GTA/GRA, you are a representative of SNR. Please remember to always maintain a polite and professional demeanor and interact with everyone in a professional, civil, and collegial manner in accordance with University policies and relevant laws.
- As a GTA/GRA, you may have access to or be required to work with sensitive information about students that is protected under the Family Educational Rights and Privacy Act (FERPA). Please take time to learn about the basic requirements of FERPA by reviewing <http://registrar.missouri.edu/policies/ferpa.php>. Confidentiality of any sensitive information relating to the school (about students, faculty, staff, donors, administration, etc.) is very important. Please use prudent judgment when dealing with this information.
- In order to continue eligibility of the assistantship, you must maintain a 3.0 GPA, make satisfactory progress toward program completion, and be enrolled in at least a half-time basis for each semester you hold an assistantship. Half-time enrollment for all graduate students will be 6 graduate credit hours for fall and spring semesters and three graduate credit hours during the summer semester. For doctoral students who have successfully completed their comprehensive exams, they must be enrolled in 1 hour in the fall, spring summer semesters (check with individual emphasis area for this minimum credit hour enrollment).
- As a GTA/GRA, you will be assigned a work space in Anheuser-Busch Natural Resource Buildings. This is a shared work space and may require some flexibility to best accommodate all students who are working for the school. You will need to work with your advisor/supervisor regarding computer equipment and will have access to printers for teaching and research responsibilities. In addition, you will work with your advisor/supervisor and the SNR Information Technology Professional to obtain any software, access to a copier, or other resources needed to best complete your job.