

Graduate Assistant Supplementary Application Process

Dear Applicant for a Graduate Research Assistantship in Psychology:

Graduate Assistantships provide a monthly stipend and a waiver for tuition. Out-of-state residents also receive a waiver of out-of-state fees. Each year the Department of Psychology employs several graduate assistants. These graduate students assist faculty members with both teaching and research. Graduate assistants perform a wide variety of duties, depending on faculty needs and on the assistant's skills and background. Graduate assistants cover classes for absent professors; show videotapes to classes; monitor tests; grade homework and tests; enter, code, and analyze data; test subjects in experiments; tutor students; score IQ record forms; keep track of departmental test kits; conduct library searches; assist in teaching laboratory sections of classes; etc. No one graduate assistant is expected to be able to perform all of these duties.

The Graduate Studies Committee in the Psychology Department selects graduate assistants from a pool of applicants each Spring and Fall. With the approval of the Graduate College and the Department Chair, the selected students begin their assistantships the following semester. Several alternates are also selected in the spring to fill any openings that occur during the academic year due to illnesses, resignations, etc. Graduate assistants are evaluated each semester by the faculty members to which they are assigned and by the Graduate Studies Committee. If these evaluations are favorable (and if positions continue to be available), graduate assistants may serve in the department for up to 4 semesters (2 years).

To be a candidate for the graduate assistant position, you need to submit the following to Karen Nunley, P. O. Box 87, Jones Hall 104, Graduate Program Secretary, by:

March 1st for the Fall semester and October 1st for the Spring semester.

Materials to be submitted:

1. The MTSU Application for Graduate Assistantship. Please be sure to include a current telephone number and email address on this form. <http://www.mtsu.edu/graduate/pdf/GraduateAsstApp.pdf>
2. You must fill out the free application for federal student aid (FAFSA). www.fafsa.ed.gov
3. Complete the Psychology Department Graduate Assistant Supplementary items. (attached)
4. An unofficial transcript from your undergraduate institution(s).
5. If you have received grades in a graduate program, an unofficial transcript from your graduate institution(s).
6. Copy of your GRE scores.
7. A complete VITA (see attached example).
8. Three letters of reference from individuals noted on your VITA. If you choose to use the same letters from your graduate program application, you must notify Karen Nunley in writing or email (knunley@mtsu.edu).
9. A cover letter describing the skills you have which are relevant to the graduate assistantship. This letter should include the following:
 - a. Whether you prefer 10 or 20 hours a week assistantship.
 - b. List your proposed classes for the next term. If you don't know, say so.
 - c. State what hours you have available during a typical week. Be sure to mention your availability for evening class assignments. Be as specific as possible.
 - d. Include whether you have outside employment and whether you will be doing an internship. If so, please explain how these will not interfere with your graduate assistantship and your availability.
10. Include your email address (print clearly).

NAME _____

DATE _____

Psychology Department Graduate Assistant Supplementary Items

Psychology undergraduate major? Yes No

How many semester hours of psychology? _____

Psychology undergraduate GPA _____

How familiar are you with SPSS statistical packages?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

How familiar are you with SAS statistical packages?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

How many undergraduate statistics classes? **0 1 2 3**

Grades in undergraduate statistics? _____

^z What experience do you have with public speaking?

0 None 1 2 3 4 5 6 7 Extensive Experience

Describe your experiences _____

Have you been a student assistant helping a professor conduct a class? Yes No Have you given class lectures? Yes No

If so, describe your participation in conducting these classes: _____

How comfortable are you making class presentations?

0 Uncomfortable 1 2 3 4 5 6 7 Definitely Comfortable

How familiar are you with Excel?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

How familiar are you with Word?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

How familiar are you with Access?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

How familiar are you with PowerPoint?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

How familiar are you with Publisher?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

How familiar are you with Web Creation?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

What experience have you had conducting library research?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

How familiar are you with APA style?

0 Not familiar 1 Basic Knowledge 2 3 4 5 6 7 Extensive Experience

Help us understand your research experience. Check all that apply.

- Conducted research under the supervision of a faculty member
- Completed a senior thesis
- Presented a paper at a local conference
- Presented a paper at a regional conference
- Presented a paper at a national conference
- Presented a paper at an international conference
- Submitted a research paper for publication

Thank you for your interest in a graduate assistantship at Middle Tennessee State University. Selected students will be notified by the Department. Questions about the status of your application should be directed to me, James O. Rust, at 615.898.2319 or by email at jorust@mtsu.edu.

Sincerely,

James O. Rust, Curriculum and Graduate Studies Committee, Department of Psychology

Revised 10/20/10

**Psychology Department
Graduate Assistantship Application**



A graduate assistant applicant must have completed all graduate admission procedures, been approved unconditionally by the department and the College of Graduate Studies, and once taking course, maintain a 3.00 cumulative GPA. A graduate assistant must be enrolled in a minimum of six (6) semester hours of graduate work for each semester. (See Policy IV:07:12).

Full Legal Name _____ Student ID# (if assigned) _____

Home Address _____

City, State, Zip _____

Telephone # _____

Email address (print clearly) _____

Address for Reply _____

City, State, Zip _____

U. S. Citizen Yes No If not, what type U. S. Visa do you hold? _____

Person to be notified in case of an emergency:

Name _____ Relationship _____

Address _____

City, State, Zip _____

Telephone # _____

All colleges and universities attended and degrees received or expected:

<u>College/University and Address</u>	<u>Major</u>	<u>Dates Attended</u>	<u>Degree</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

This is an application for a graduate assistantship for the term beginning: _____

Graduate Program (e.g., clinical, experimental, school, etc.): _____

Check graduate degree sought: M.A. Ed.S. M.Ed.

List members of the Middle Tennessee State University faculty with whom you have consulted:

Academic honors or prizes:

Non-Academic Offices Offering Graduate Assistantships



Please note:

*This **DOES NOT** mean that there are assistantships available. You will need to check with the individual office regarding availability.*

Office	Contact Person	Contact Information
Academic Enrichment	Marlene Lane	898-2927
Academic Support Center	Sheila Withers	898-2339
Accounts Payable	Tammy Wiseman	898-7675
Business Office	Becky Bussell	898-2166
Campus Recreation	Sara Pollard	898-5997
Center for Health and Human Services	Jo Edwards	898-2905
Dyslexic Studies	Erin Alexander	494-8884
Instructional Technology Support Center	Sally Rivera	898-5191
Information Technology Division	Barbara Draude	904-8383
Learning Teaching and Innovative Technology Center	Faye Johnson	898-5941
News and Public Affairs Office	Tom Tozer	898-2919
Office of Compliance		904-8918
Speech and Theatre / Debate Team	Greg Simerly	gsimerly@mtsu.edu
Tennessee Center for Child Welfare	Bryn Bakoyema	898-5575

SAMPLE VITA

IMA GOOD STUDENT
123 Anywhere Street
Murfreesboro, TN 37130
615-898-2000
ima@mtsu.edu

EDUCATION:

Degree	Year	Institution
B.S.	June, 1993	Middle Tennessee State University

PROFESSIONAL AFFILIATIONS:

Psi Chi
Southeastern Psychological Association,-student member

APPOINTED AND ELECTED OFFICES:

President, Psi Chi local chapter 2007

HONORS:

Outstanding Psychology Undergraduate Award 2007

RESEARCH EXPERIENCE:

2006 Honors thesis research. The Effect of Social Skills Training on Acceptance into a Group. Independent research conducted under the guidance of Dr. J. Thompson.

PUBLICATIONS AND PRESENTATIONS:

A) Published Articles

Kemp, P. & Student, I. G. (1983). Effect of room size on test performance. Journal of Irreproducible Results, 23, 100-102.

B) Presentations

Stevenson, L. & Student, I. G. (March, 1993). Effect of room color on test performance. 35th annual meeting of Southeastern Psychological Association, Atlanta, GA.

REFERENCES:

Dr. Pat Kemp
Department of Psychology
Middle Tennessee State University
Murfreesboro, TN 37132

Dr. Leslie Stevenson
Department of Psychology
Middle Tennessee State University
Murfreesboro, TN 37132

Dr. Kelly Weber
Department of Psychology
Middle Tennessee State University
Murfreesboro, TN 37132

SCHOLARSHIPS

Psychology:

The department has a few monetary awards for outstanding students. These awards are given only once each year and are competitive. The awards and their approximate value are as follows:

ROBERT E. PRYTULA MEMORIAL SCHOLARSHIP

The Prytula Scholarship, in the amount of \$500, will be awarded each Spring. Applications available in the main Psychology Office located in Jones Hall 103.

LARRY MORRIS OUTSTANDING SENIOR IN PSYCHOLOGY AWARD

The Larry Morris Outstanding award will be awarded each Spring. Scholarship criteria:

- An overall GPA of 3.75 or higher is required. Attach a copy of your transcript
- A vitae or resume, including personal data, educational experiences and achievements, research activities, previous awards/honors, publications or presentations, and so on. Be sure to include all evidence of academic, public service, and/or research excellence.

JAMES O. RUST SCHOOL PSYCHOLOGY ENDOWED SCHOLARSHIP

The James O. Rust Scholarship, in the amount of \$1000, will be awarded annually beginning in the year 2004. This award will be given to a student nearing the end of the first year of study in the school psychology graduate program.

Scholarship criteria:

- Minimum graduate GPA 3.5, commitment to the field of school psychology, high level of responsibility, ethicality, professional attitude and skills, excellent performance in courses, and positive interactions with other students, faculty, and professionals in the field.
- In addition to the monetary amount, the student will be asked to help with community liaison. If the student were willing, this would consist of a minimum of 10 hours of phone contact with school psychology alumni over the course of the academic year of the award, to aid in keeping alumni apprised of events in the program and to help in soliciting contributions to the scholarship fund.

College of Graduate Studies:

There are scholarships for graduate students available through the College of Graduate Studies. Below you will find information and guidelines for each scholarship. Forms may be accessed through their website at <http://www.mtsu.edu/graduate/student/scholarship.shtml>

Mary W. and Chester R. Martin Graduate Academic Scholarship

Application Deadline - December 1

The Martin Scholarship, in the amount of \$500 will be awarded each fall and spring semesters as a tuition grant. Eligibility requirements are:

- applicant must be a Tennessee or Kentucky resident;
- applicant must have graduated from an accredited, undergraduate institution with a minimum 3.5 cumulative grade point average (GPA);
- applicant must be a newly admitted student;
- applicant must be enrolled for nine hours of preferably graduate coursework,
- applicant must provide three letters of reference;
- scholarship is awarded for one semester only and is non-renewable.

Graduate Minority Scholarship

Application Deadline – June 30

Graduate Minority Scholarships carry a cash value of approximately \$8,000 per academic year and are awarded annually on a competitive basis. The awards are for up to two semesters and are non-renewable. Recipients cannot receive both a minority scholarship and a graduate assistantship, nor may they be faculty members at MTSU. Priority will be given to new graduate students. To be eligible, applicants must:

- be African-American Tennessee residents;
- be enrolled as full-time students, taking at least nine graduate hours in courses pertaining to their graduate program;
- meet admission requirements for their intended degree, and their application must be approved by the major department and the College of Graduate Studies;
- complete the Application for Tennessee Residency for Fee-Paying purposes;
- maintain a grade point average (GPA) of at least 3.00 while in Graduate School.

Albert L. and Ethel Carver Smith Scholarship for Graduate Students

Application Deadline - May 31

Applications for the Albert L. and Ethel Carver Smith Scholarship for Graduate Students are accepted for the fall and spring semesters. The amount of the award is \$1,000 for the first semester and is renewable for one additional semester contingent on satisfactory academic progress. The scholarship committee will evaluate each application for scholarly merit and financial need. Requirements are:

- applicant must be admitted to a graduate program;
- applicant must be enrolled as a full-time graduate student;
- applicant must provide a financial need statement with the application and a brief narrative supporting the application.

Walton O. Warren Graduate Scholarships for Public School Teachers or Administrators in Tennessee

Application Deadline - April 1

Two Walton O. Warren Graduate Scholarships are awarded each academic year. The scholarship will pay all tuition and fees for 12 credit hours of graduate study above the bachelor's level. Requirements are:

- applicants must be a Tennessee resident;
- hold a bachelor's degree;
- have a minimum of four years experience in the Tennessee public schools system;
- plan a career in the public schools of Tennessee

Scholarships and Financial Aid Through Other Sources

☒ [American Indian Graduate Center](#) - (American Indian and Alaskan Natives)

☒ [GAANN Fellowships](#)

☒ [MTSU Financial Aid Office](#)

☒ [MTSU Foundation Scholarships](#)

☒ [MTSU McNair Program](#)