

GRADUATE ASSISTANTSHIP GUIDE
Department of East Asian Languages and Literatures
University of Hawai'i at Mānoa

1. OVERVIEW

A Graduate Assistantship (GA) in the Department of EALL normally involves teaching lower-level language courses for which the student receives a tuition exemption, stipend, and medical benefits. Consonant with the name of the Department, it is our goal to distribute GA positions equitably between the disciplines (language and literature) so as to foster both. See the University's Graduate Assistant's website (online at <https://manoa.hawaii.edu/graduate/content/graduate-assistants>) for general information and University requirements and expectations.

2. PURPOSE

The Department sees Graduate Assistantships (GA-ships) as serving two main purposes, in order of importance:

1. As a form of financial aid based on academic merit.
2. As an opportunity to train students and give them teaching experience to make them more competitive on the job market.

3. DUTIES AND RESPONSIBILITIES

A GA-ship normally involves teaching lower-level language courses. The Department's immediate concern is to train inexperienced teaching assistants before and during their first semester of teaching. Direct supervision and observation will be heaviest in the first semester of teaching and gradually reduced as the GA acquires more experience.

3.1. Preparation

New graduate assistants should report to the Department when the duty period begins (<https://manoa.hawaii.edu/ovcaa/academic-calendar/>) so that they will be available for course coordination meetings, consultation with their faculty supervisor, and the **MANDATORY** three-day Teaching Assistants' training program conducted by the Center for Teaching Excellence (Visit this link for more information and the training schedule: <http://www.cte.hawaii.edu/TAT.html>). Those arriving from out of state are advised to find housing and settle in before the coordination meetings begin. All new international graduate assistants should apply for their Social Security Numbers as soon as possible.

Contact the Department office for any questions about obtaining your SNN and other matters concerning paperwork for your hiring.

During their first semester, new GAs with no prior language-teaching experience will receive training in their respective section. New GAs should contact their faculty advisor for details about GA training in their section.

3.2. Responsibilities with regard to teaching

1. GAs must regularly attend section or coordination meetings of the course they teach.
2. All GAs are responsible for the preparation and presentation of materials, as well as for the grading of homework, quizzes, and examinations. GAs are recommended to consult with their supervisor or course coordinator in the issuance of final course grades.
3. GAs must maintain regular office hours of at least two hours a week, preferably during two different class periods, and should make themselves as accessible as possible to the students they teach.
4. GAs must administer student evaluations in all the courses that they teach.
5. While the normal (0.50 FTE) teaching load for GAs is 6 to 8 credit hours per academic year, GAs are expected to spend a minimum of 20 hours per week (including classroom time) in their teaching and related responsibilities as described above.
6. If a GA does not have an MA degree, a faculty member is assigned to be a proxy and his/her name will be added to the course.

3.3. Other duties and responsibilities

1. GAs are expected to follow the Graduate Division's rules and regulations <https://manoa.hawaii.edu/graduate/rules-regulations/>
2. GAs must attend Departmental meetings and keep informed of new Departmental policies and regulations. They must be careful not to give outdated information regarding courses and curricula to their students.
3. GAs are expected to expand their knowledge of language teaching methods, as well as their knowledge of the target language. To this end, they are encouraged, among other things, to participate in local professional organizations and attend seminars, colloquia, and workshops in their respective language programs.

4. As part of their professional development, GAs are expected to participate in sectional events (e.g., placement exam administration, culture days and outreach events, etc.).
5. For frequently asked questions concerning GA's duties and responsibility, see "Graduate Assistants FAQs" in the "Graduate Assistants" folder on the laulima page for EALL graduate students [MAN EALL Graduate Students >> "Graduate Students Resources"].

4. TERM OF ASSISTANTSHIP / RENEWAL

4.1. Term of GA-ships

A GA-ship is normally granted on a yearly basis. The student must be enrolled in at least 6 credits of degree-related courses throughout the term of the GAship, unless registered for EALL 800 (dissertation). It may be renewable for a total of four semesters (for M.A. students) or six semesters (for Ph.D. students, with GA service while in the M.A. program counted against those six semesters).

A Ph.D. Graduate Assistantship in the Japanese Linguistics section is also renewable up to three years. This GA-ship may be extended beyond the third year up to four years if the following conditions are met [April 2013]:

- GPA of 3.75 or higher
- No Incomplete ("I") grades
- No deficiency in Qualifying Exam
- Academic advisor's recommendation

4.2 Renewal

Your GA-ship appointment letter will specify whether or not your position is renewable. If it is renewable, the graduate faculty will conduct an annual review of your performance, and decide whether or not to renew your appointment.

The decision will be made on the following criteria, which will be considered of essentially equal importance:

1. **Your performance as a teacher in the classroom.** This will be evaluated on the basis of classroom observation by two Graduate Faculty members for the first year and one Graduate Faculty member for all subsequent years, your student evaluations (either the standard Departmental forms, or the e-Cafe evaluation

administered by the Center for Teaching Excellence), and a portfolio compiled by you containing a statement of your teaching philosophy and a sample of your teaching materials (which may include worksheets, quizzes, classroom activities, etc.)

2. **Your performance as a student in your degree program.** This will be determined by an academic progress assessment report from your committee chair, if you have selected one, or your academic advisor. The graduate faculty recognizes that doing a good job teaching in the classroom may slow you down a bit in your own studies, but continued reasonable progress toward your degree, as defined by your advisor, is required.

If your performance in either of these two areas is unsatisfactory, you lose your GA position.