



Design:

Starting in Fall 2023, MSU Denver Graduate Studies will support each graduate degree program with graduate research assistantships (GRA) for up to 12 program tuition credits and maximally six (6) credits per student per semester, conditioned on available funds. This design will allow the programs to nominate four students for one three-credit course each, two students for two three-credit courses each, and combinations thereof. Graduate research assistantships are awarded to selected graduate students in return for their engagement with faculty-guided research or scholarship, and the assistantship will be provided in the form of tuition support/loan reduction to the student's account via the Financial Aid Office. The graduate research assistantship does not cover student fees.

The detailed nature of the work that graduate research assistants are expected to conduct and the expectations regarding the anticipated accomplishments will be developed in a collaboration of the student and the mentor, and it is expected that the mentored research/scholarship experience will provide valuable experiences to students and contribute to their professional development and career preparation. The GRA recipients are not work-study students.

Requirements:

1. Graduate research assistants have to be nominated by their Graduate Program Directors, and students have to be in good academic standing, i.e., hold a GPA of at least 3.0. In collaboration with the mentor, **the student** has to compose a synopsis (~ 500 words) of the research/scholarship project with a timeline of milestone expectations, and this document has to be attached to the Graduate Research Assistantship Nomination Form (below). MSU Denver Graduate Studies reserves the right to request more information, if necessary. The Graduate Research Assistant Nomination Form will have to be submitted to the AVP for Graduate Studies at least one week before the last day to self-register for semester courses (please see [Academic Calendar](#))
2. Graduate Research Assistantships can be awarded to students who are:
 - a) enrolled in a graduate course, such as research, internship, independent study and *earn credit* for their work,
 - b) who are not enrolled in a graduate course, such as research, internship, independent study and therefore *do not earn credit* for the research/scholarship but are enrolled in other program courses.

In both cases, students have to be enrolled in a graduate course for a minimum of three credits (3cr).

- c) Preference will be given to students who are not receiving any other financial support for research/scholarship.
3. Research Workload: Graduate Assistantships are awarded for a maximum of six (6) credits/per student/semester. For a three-course credit (3cr) graduate research assistantship, a graduate student *who also earns credit for the research* will have to commit to nine (9) hrs. work per week; for a six-course credit (6cr) graduate research assistantship, a graduate student who also earns credit for the research will have to commit to 18 hrs. of work per week.



A graduate student who does not earn credit for the research or scholarship has to enroll for three or six graduate credits in program related graduate courses. The time commitment for these (non-credit earning) students is six hour/week for three course credits and 12 hour/week for six course credits. The respective required workload is captured in the table below.

NOT Enrolled FOR research/scholarship/internship CREDIT					
Program Name	Program \$ Tuition/credit 23/24	x3 credits	Work Requirement	x6 credits	Work Requirement
			6hrs/week		12 hrs./week

Enrolled FOR research/scholarship/internship CREDIT In alignment with course requirements					
Program Name	Program \$ Tuition/credit 23/24	x3 credits	Work Requirement	x6 credits	Work Requirement
			9hrs/week		18 hrs./week

- At the end of the graduate research assistantship semester, faculty mentors are expected to certify that the student worked for the required time over a total of 15 weeks. If the graduate research assistantship is planned for the summer, the student would have to enroll in summer courses. Of note: It is up to the faculty mentor to allow flexibility related to the work hours per week, i.e., if a student can at a specific time not work for case specific work hours., i.e., 6, 12, 9 or 18 hrs./week, the faculty mentor will have to see to it that the missed hours are made up at another time.
- At the completion of the research assistantship semester and regardless of the invested time, the student has to submit to the AVP of Graduate Studies a report (two pages) outlining the work that was conducted, the results that were obtained and the experiences that were gained. Students are expected to address in separate paragraphs, a) what the project is about and why it is relevant, b) what methods/ approaches have been used to answer the research question/solve the problem, c) the research outcomes/results, and (instead of a discussion or future directions), student should d) describe in which way the GRA experience was enriching, also possibly with respect to their career plans (see guidelines at [https://msudenver.sharepoint.com/:u:/r/sites/OTC/SitePages/Travel\(1\).aspx?csf=1&web=1&e=55JW34](https://msudenver.sharepoint.com/:u:/r/sites/OTC/SitePages/Travel(1).aspx?csf=1&web=1&e=55JW34)) at . The report should also include the student’s name, the mentor’s name, and the title of the project. This report requirement is separate from any outcome report that the faculty mentor/graduate program/graduate course might expect. The report for MSU Denver Graduate Studies has to be signed by the faculty mentor, and it will be taken into consideration should the student and mentor be interested in continuing the graduate research assistantship for another semester (two semesters maximum/student).
- Should a mentor/mentee relationship not be fruitful, the graduate student assistant is expected to inform the program director and the AVP for Graduate Studies immediately. If it can be proven that the graduate research assistant did not meet reasonable expectations related to the quantity and quality of the expected research, then the graduate assistantship will be terminated, and reimbursement requirements will be discussed. If the mentor/mentee collaboration can be proven to be dysfunctional because of unreasonable expectations by the mentor, the program director or a designated faculty member is expected to assist the student in finding an alternative graduate assistantship position with a different mentor. Details will have to be worked out, should such situation occur, which is expected to be unlikely due to the careful selection of students and faculty by the program.



Graduate Research Assistantship Nomination Form

Graduate Student: _____

Name: _____ Phone Number: _____

Email address: _____ 900#: _____

At the time of this nomination, is the graduate student in good academic standing, i.e., holds a GPA of at least 3.0: Yes ; No

Is the student expected to obtain any other financial support for research/scholarship this semester? Yes ; No If yes, please attach related documentation.

Name of nominating Graduate Program: _____

Graduate Program Director:

Name: _____ Phone Number: _____

Email: _____

Faculty Mentor:

Name: _____ Phone Number: _____

Email: _____

Does this faculty member hold a Graduate Faculty Appointment? Yes ; No

In which semester will the student start the Graduate Research Assistantship?
Fall 20__; Spring 20__; Summer 20__

Will the student earn credit for the research/scholarship?
Yes ; No

Only if the student **will earn** credit for the research/scholarship, please list the research, independent study, internship course below.

Course Number	Course Title	Number of credits



If the student **will not earn** credit for the research/scholarship, please list the course(s) in which the student will enroll and the number of credits that should be covered by the GRA

Course Number	Course Title	Number of credits

Please attach **the student's** ~ 500-word outline of the planned research or scholarships including a timeline of milestones that the student is expected to reach in three-week intervals over the semester:

By signing this document, the graduate student, faculty mentor and the Program Director confirm:

- a) That they understand and are comfortable with the outlined plan and that the timeline is appropriate for the number of hours that the student is expected to work (see outline on page 1).
- b) That the faculty mentor will confirm at the end of the semester that the student has worked the minimum required numbers of hours according to the graduate research assistantship requirements (see above).
- c) That the student will submit to the AVP of Graduate Studies at the completion of the graduate research assistantship, i.e., in the last week of the semester, a two-page report of the research that was conducted, the results that were obtained and the experiences that were gained. This report will have to be signed by the student and the faculty mentor.

Student Signature: _____ Date: _____

Faculty Mentor Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

If the faculty mentor and Program Director are the same person, please have the document signed by the Department Chair. If the faculty mentor serves as Program Director and Program Chair, please request the signature of the College Dean.



TIME SHEET

Name of Student: _____; Graduate Program: _____

Enrolled for research/internship credit? Yes ; No

Name of Mentor: _____

Project hours that were missed due to conflicting events or sickness should be made up on other days.

Week of (e.g., September 4/23)	Number of Research Hours Served:				Student Initials:	Faculty Initials (at end of month)
	For Credit		Not for Credit			
	3cr	6cr	3cr	6cr		
	9 hrs./week	18hrs./week	6 hrs./week	12 hrs./week		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Min. required hours:	135	270	90	180		
Hours served:						

Student Signature/Date:

Mentor Signature/Date:

GRADUATE RESEARCH ASSISTANTSHIP REPORT
Guidelines

Use: single space, Arial 12, 1-inch margins (~pages)

Graduate Assistant:
Faculty Mentor:
Graduate Program:
Semester:
Total number of project hours:

Project Title:

Overview (~200 words):

Describe what question/problem the project wanted to address and why is it important to address this issue?

Method/Approach (~250 words)

What methods/approaches have been used to the answer the research question/solve the problem, and why were these approaches deemed appropriate? Methods include experiments, observations, surveys, focus groups, literature analysis etc.

Results/Outcomes (~ 400 words):

What results have been obtained so far and how meaningful are they for the overall problem/question that was addressed?

Value and Acknowledgement (~150 words):

In which way was the GRA experience enriching, possibly also with respect to the student's further study plans and career aspirations.

References (Not included in page limit)

Please have the faculty mentor sign the GRA report as well as the time sheet and submit both by the specified semester deadline to Dr. Wefes (iwefes@msudenver.edu)