

**NMSU SCHOOL OF SOCIAL WORK
GRADUATE ASSISTANTSHIP INFORMATION**

Graduate assistantships are available through the School of Social Work. Graduate assistantships can be awarded for a period not to exceed four regular academic semesters. Graduate assistantships are not available during the summer. Eligibility for graduate assistantships includes:

- acceptance by and subsequent registration in the NMSU Graduate School and the School of Social Work
- classification as a "full time" graduate student (enrolled in 9 credit hours), and
- a continuing 3.0 grade point average in all graduate work

The duties in the School of Social Work require a minimum of 10 hours per week. The student is obligated to enroll for and maintain enrollment in a minimum of 9 graded graduate credits (courses numbered 500 and above) per semester. Graduate assistants are assigned to faculty members to assist them in carrying out their teaching responsibilities. More information is available on the Graduate School's website: <https://gradschool.nmsu.edu/ga-resources/>

Graduate Assistants are considered eligible for **resident tuition** during the first 12 months of living in NM. If New Mexico resident status has not been established by the time of reappointment, the graduate assistant may be subject to nonresident tuition rates. Applications for state residency may be obtained in the Office of the Registrar, located in the Educational Services Center.

The **rate of pay** for graduate assistantships is established by the Graduate School and varies each academic year. Assistantships for Returning Peace Corp Fellows can be up to 20hrs/wk. However, due to the limitation in the number of graduate assistantships, the usual period is for 10 hours per week.

Forms for the letters of reference (2 references are required) and the application for graduate assistantships can be found on the School of Social Work website: <https://socialwork.nmsu.edu/generalist/msw/msw-apply/> (lower left hand corner). Students must be accepted to the MSW program before application for Graduate Assistantship can be considered.

The **period of appointment** for a graduate assistantship in the School of Social Work is for one *academic* year. Continued appointment from one semester to another is not guaranteed and all current graduate assistants are required to re-apply if they desire to be considered for graduate assistantship for a second academic year. All graduate assistantship placements are contingent upon funding and satisfactory performance. The maximum period of support will be for four semesters.

The graduate assistant and supervising faculty member(s) are responsible for maintaining regular contact. A schedule must be developed between the graduate assistant and supervising faculty to ensure regular contact.

The **graduate assistant is responsible for** submitting to the administrative assistant, a time sheet each pay period signed by their supervising faculty member. For a 10 hour per week appointment, the requirement is to complete 150 clock hours during the semester as a graduate assistant. Exactly how this commitment will be fulfilled will be determined by the supervising faculty member.

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If a graduate assistant or the supervising faculty member experiences a concern or problem related to the assistantship, either in completing assignments, fulfilling hours or other issues related to the assistantship, the graduate assistant and supervising faculty member should meet as soon as possible to address the concerns. When appropriate or necessary, these concerns may then be brought to the attention of the MSW Program Coordinator.

International students who wish to be considered for a graduate assistantship must submit their TOEFL score in addition to meeting the requirements previously mentioned above.

All international students must submit an official score of 530 or above on the paper-based or 197 on the computer-based Test of English as a Foreign Language (TOEFL) except as described below. Only scores from exams taken within the previous two years and reported directly from the Educational Testing Service to New Mexico State University will be accepted. The TOEFL requirements may be waived for students who hold a degree from an accredited university in the United States or from a country on a list maintained by the Graduate School.

An international student who seeks appointment as a teaching assistant will be required to demonstrate proficiency in communication skills necessary for satisfactory service in the classroom. Potential applicants wishing to improve their English proficiency are directed to NMSU's Intensive English Programs. Information about these programs is available at <https://celp.nmsu.edu/>.

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