Summer 2020 Graduate Assistantship Guidelines
April 6, 2020

On April 2, 2020, it was announced by President Whitten that all Summer classes will be online only as we continue social distancing to combat COVID-19. Therefore, The Graduate College recommends the following guidelines for graduate assistantships.

Don’t forget, for all GRAs and GTAs, since they are students first, university policy states they can NOT work more than 19 hours a week if they are enrolled in classes during Summer. All of the various sessions are part of Summer semester, including Maymester. Please hire on an appropriate Tier if your student is enrolled.

Graduate Teaching Assistantships
1. Please ensure the GTA has all accesses needed to teach or assist with the course(s) assigned, as early as possible, and that they are familiar with how to use these tools.
2. Check in frequently with your GTA, at least once a week, by phone, email, Teams meeting, Skype, or whatever means is mutually agreeable to both parties.

Graduate Research Assistantships
1. Faculty should strongly consider that all tasks and duties of the GRA should be able to be completed remotely.
2. Requirements to be physically on campus should be for essential purposes only, such as animal care, to keep specimens alive, provide for their long-term storage, or perform necessary routine maintenance of lab equipment. This follows guidance issued by the KSU Office of Research (https://research.kennesaw.edu/compliance/advisory.php).
3. Frequent meetings should be held between the supervising faculty member and the graduate student, at least once a week. These meetings may be by phone, email, Teams meeting, Skype, or whatever means is mutually agreeable to both parties.
4. Tasks/duties should be assigned in such a way that progress can easily be monitored and evaluated. Please do not wait until the end of the contract period to determine if the project has progressed to completion.
5. As you know, Summer semester is a much shorter and more intense time frame than Fall or Spring semester. Please plan accordingly.

Please contact David Baugher, at dbaugher@kennesaw.edu, with any questions or issues.