

GRADUATE TEACHING ASSISTANTSHIP GUIDELINES

MECHANICAL & MATERIALS ENGINEERING - UNL

QUALIFICATIONS:

Any graduate student who is:

1. Accepted (unprovisionally) into the graduate program (M.S. or Ph.D.) in Engineering Mechanics or Mechanical Engineering.
2. Registered as a full-time student throughout the semesters assistantship is being requested.
3. Capable of fulfilling the qualifications and responsibilities outlined below.

SELECTION CRITERIA:

Priority will be given to applicants with:

1. High G.P.A.
2. Competency in oral and written communication
3. Leadership experience / organizational skills

APPLICATIONS:

1. Submit applications to: Mechanical & Materials Engineering Department
ATTN: Graduate Secretary
W342 NH
2. Application Deadlines: For an assistantship starting fall semester, **submit by February 15th** (E-Mail notification by June 15th).
For an assistantship starting spring semester, **submit by September 15th** (E-mail notification by October 15th).

BENEFITS:

Graduate Assistants are awarded a tuition waiver for each semester they are employed. In addition, a monthly stipend is awarded for the duration of the assistantship. The actual amount of the stipend is determined each year on the basis of available budgets from the funding supervisor.

Tuition remission of up to 12 hours per semester is provided as a benefit of eligible assistantship employment with the presumption that the benefit will remit tuition on courses which will prepare the student for successful completion of the degree program. Use of the benefit for frivolous or ancillary courses which do not meet this guideline could result in loss of the tuition benefit for such courses. Students are responsible for applied fees each semester.

Students holding eligible assistantships are provided basic individual student health insurance coverage at a reduced cost to the student. The student health insurance plan covers accidents and illnesses to a maximum of \$250,000 per policy year. Graduate Assistants are provided with a desk in a shared office space with other GA's. The subsequent summer tuition (6 credits maximum) is waived if the graduate assistantship for the fall and spring semester equals the minimum amount specified by the Office of Graduate Studies. If a student resigns or terminates the assistantship during the semester before 4 full months of service have been completed, all tuition benefits will be lost. The student is then responsible for paying the total tuition cost and health insurance premium.

EXPECTATIONS:

Graduate Assistantships are part-time jobs awarded to qualified students to assist them with the financial responsibilities associated with full-time enrollment in graduate school. Students who receive graduate assistantships are not permitted to hold other employment unless such, in combination with their assistantship, does not exceed a total of 19.6 hours/week.

Responsibilities will begin the Monday prior to the start of classes each semester, and continue weekly (including Fall and Spring Break Weeks) through the full week after final exams for Teaching Assistantships, Research Assistantships will begin the first working day of the month outlined in the offer letter. If a student chooses to resign or terminate his/her assistantship, a 30 day written notification must be submitted to assistantship supervisor. Likewise, if there is a need for the supervisor/department to terminate the assistantship, a 30 day written notice will be provided to the student.

JOB DESCRIPTIONS:

Research Assistant: 12 month awards - primary responsibility of research assistants is to assist in the completion of specific research projects under the direction of a faculty member. Usually the research leads to the completion of a thesis or dissertation. Research assistantships are awarded by individual faculty: do not submit this form for a research assistantship. **Contact faculty directly.**

Teaching Assistant: 10 month awards; with the possibility of research awards for summer months if TA positions are not available. All international graduate students who wish to be employed as teaching assistants at UNL must attend the [International Teaching Assistant Institute](#). The summer institute, a concentrated 90-hour program, is held the last week of July and the first two weeks in August.

GRADUATE TEACHING ASSISTANTSHIP APPLICATION
Mechanical & Materials Engineering

New Applicant Renewal

Requesting assistantship beginning: Fall Spring Academic Year: _____

NAME: _____
ADDRESS: _____
PHONE: (HM) _____ (CL) _____
E-MAIL: _____

Deadlines:
For fall: **February 15**
For spring: **September 15**

Return application to:
Graduate Secretary, MME
W342 NH, UNL
Lincoln, NE 68588-0526

Educational Experience:

_____	_____	_____	_____
(Degree)	(College or University)	(Major)	(Date)

Degree Objective: _____

Study areas within Mechanical & Materials Engineering (mark all): Biomedical Computational Dynamics and Vibration
 Manufacturing Materials Solid Mechanics Systems & Design Thermal/ Fluids

1. Briefly describe your primary area of interest, reference your background in this area: _____

2. List the engineering mechanics, mechanical and/or materials engineering labs you have been involved with: _____

3. Describe any previous teaching experience: _____

4. List laboratory and basic engineering mechanics/mechanical/materials engineering courses you would be interested in teaching: _____

Applicant's Signature: _____ Date Submitted: _____

Thesis/Dissertation Advisor: _____ Not Yet Determined

Thesis/Dissertation Advisor approval (signature): _____ Date: _____

THIS APPLICATION IS VALID FOR ONE ACADEMIC YEAR