

**University of South Alabama**  
**English Department/M.A. Program**  
**Graduate Assistantships for Fall and Spring of the Academic Year**

**Overview:**

A Graduate Assistantship (GA) requires that the GA serve in this capacity a maximum of 20 hours per week each semester. GA duties can vary; typically, however, GAs tutor in the Writing Center or assist in English Graduate Faculty research.

This assistantship is for fall and spring of the academic year, assuming satisfactory performance as a GA. Normally, a student can be awarded an assistantship (regardless of whether it is a teaching or graduate assistantship) for a total of two years depending on department needs in terms of GAs and TAs. Renewal of an assistantship for a second year is contingent on remaining in good standing in the MA in English program, satisfactory performance of GA duties, and financial exigency of the University.

**GA Supervision:**

The GA will perform tutoring duties under the supervision of the Manager of the Writing Center and the Graduate English Coordinator. GAs will enroll for at least six hours of English coursework per semester. GAs taking more than nine hours must consult with the Graduate English Coordinator.

Graduate Assistants may not be employed in any other positions on campus. Because of the time-consuming nature of being a graduate student and a Graduate Assistant, it is not advisable for GAs to be employed in other positions off campus.

**Response and Paperwork:**

Contact Dr. John Halbrooks <[jvhalbrooks@southalabama.edu](mailto:jvhalbrooks@southalabama.edu)> within ten days of the date of any offer email or letter you receive for a GA; after ten days, the offer will be void. Should you receive an offer, you will receive the Graduate School's official offer letter and paperwork only after you have contacted Dr. Halbrooks with your intent to accept.

**Compensation:**

Each semester, a GA receives a stipend of \$4,000 per semester, and each semester, a GA has a tuition waiver for up to ten hours of coursework within the degree program. Some fees, such as computer and student activity fees, are the student's responsibility. Failure to complete a given semester's duties will necessitate reimbursement of tuition fees to the university.