

SECTION V: RESOURCES FOR TEACHING, GUIDANCE & COUNSELING

USM POLICY ON GRADUATE ASSISTANTSHIPS

<https://www.usmd.edu/regents/bylaws/SectionIII/III711.pdf>

UMES POLICY ON BENEFITS FOR GRADUATE ASSISTANTS

(Approved by the President January 1, 1992)

I. Remission of Tuition

Graduate assistants may receive remission of up to ten (10) credits of tuition each academic semester. As employees of the University of Maryland graduate assistants are billed at the in-state rate. As soon as the assistantship is terminated, students are billed at their original status, unless they have changed their status by petition.

Stipends for graduate assistants paid from contract or grant accounts are generally adjusted to compensate for the additional financial burden imposed by the necessity for them to pay their own tuition.

II. Health Insurance

Graduate assistants may enroll in the University health care programs. Enrollment must be within 60 days of employment.

III. Retirement, Social Security

Retirement fees and social security are not withheld from the salaries of graduate assistants, and they are not entitled to the benefits that accrue from withholding.

IV. Vacation and Sick Leave

Graduate assistants are not eligible for vacation or sick leave credit.

V. Facilities

Departments generally provide graduate assistants with suitable workspace, laboratory space and office space, when necessary.

VI. Housing

Housing is available to graduate assistants on a first-come, first-served basis.

VII. Career Planning and Placement

The Career Planning and Placement office assists students with career plans, career options, in-school experience opportunities, preparation of personal credentials for entrance into the world of work, and/or entrance into

graduate/professional program. The Office maintains a career library containing career information computerized inventory of skills and abilities, a professional testing service (LSAT, GRE, GMAT, NTE, etc.), a newsletter, one-on-one assistance with resumes and interview preparation.

Confidential Files are maintained for students to have information readily available for on-campus, or for mail-outs to prospective employers, upon request. The office also assists with placing students in various job opportunities, namely summer, part-time, internships, entry-level and volunteer work.

An on-campus recruitment service is available to seniors and alumni who maintain personal credentials in the office. Office hours are from 8:00 AM to 4:30 PM Monday through Friday in the Student Service Center, 2nd Floor.

VIII. Health and Wellness Center

The Health and Wellness Center's mission is to provide education and physical opportunities that promote positive lifestyle behaviors enhancing the six dimensions of wellness (social, intellectual, emotional, physical, occupation, and spiritual.) Wellness combines six dimensions of well-being into a quality way of living. Overall, wellness is the ability to live life to the fullest and to maximize personal potential in a variety of ways.

IX. Library

The Frederick Douglas Library functions as a viable component of the University's academic program through an organized structure consisting of seven closely interrelated departments: Acquisitions, Cataloging, Circulation, Interlibrary Loan, Media Services, Public Services/Circulation, Public Services/Reference and Serial Documents. The book collection and government documents are supported by more than 26,000 volumes of scholarly and popular periodicals. The Media Services Center houses a sizable collection of non-print materials. The entire collection has been carefully assembled to serve the needs of the University community primarily and also the large community of the geographic area.

The Acquisitions Department combines the responsibilities of collection development and acquisitions tasks. The Department also serves as the clearinghouse for all publishing and book trade information. Through the Library/Faculty Liaison Project, the Acquisitions librarian coordinates collection development for the library. Recommendations for books and other materials must be made through the Acquisitions Librarian or through the library liaisons.

Borrows must present valid University ID with a unique Library Bar Code for use identification to charge out materials. Student borrowers may check out 7 books at a time for a period of 28 days, and the faculty loan period is one semester. Books may be presented for renewals at the end of the loan period. All library users are encouraged to request receipts when library materials are returned. The Reserve Collection consists of books or reprints placed on reserve by faculty for specific classes. These are usually consulted in the library only; however, there may be exceptions depending upon the instructors' decision.

The on-line Library Catalog of the University System of Maryland has the ability to search the individual library catalogues of the many and diverse collections of the University System of Maryland as well as search the combined UMS Catalog – a union catalog of the holdings for the entire system. The On-line Catalog also provides the option of searching other library systems.

The Media Services Center houses a collection of videotapes, kits, cassettes and other non-print media as well as audiovisual equipment. There is also a curriculum area that houses elementary and secondary guides and resource books in educational disciplines. The Black College Satellite Network is also maintained and operated by this department.

The Serials/Documents Departments is responsible for the collection, organization, maintenance and dissemination of serials and documents resources. These materials include popular magazines, scholarly journals, newspapers and gazettes, newsletters and both Federal and Maryland State documents. The department also houses a growing microforms collection. Materials in this department do not circulate outside the library, except to faculty and researchers for overnight use.

Reference staff assist readers by answering general, as well as research questions, and when appropriate refer readers to other departments in the library. This department also provides library instruction to all Freshman and others upon request, assists with use of the On-line Catalog and other data bases and administers the Research Assistance Program (RAP).

Upon request, library users may obtain articles from journals or books not owned by the library through Interlibrary Loan. Interlibrary Loan forms are available at the Reference Desk, and borrowers must fill in the required information for processing. It may take five to ten working days or more for requested materials to arrive.

UMES students, faculty and staff may borrow materials from any of the University of Maryland Libraries either through actual visits or Inter-campus Requests. Inter-campus requests may be obtained by filling out Hold Requests Forms at the first or second floor Circulation Desks. All Inter-campus Requests may be picked up at the first floor Circulation Desk from the Hold Shelf.

You may find additional information such as hours of operations at <https://www.umes.edu/FDL/>.

X. Work Study Program

The Work-Study Program makes part-time employment available to undergraduates and graduates who are either citizens or permanent residents of the United States and have financial need.

If a faculty member desires a work-study assistant to assist them, they should make a request to the department chairperson who places a request to the Financial Aid Office for the number of work-study students needed for that department. The Financial Aid Office makes the assignments; however, if possible, the Financial Aid Office will honor requests for specific work-study students. The department chairperson and/or the individual faculty member assigns the work for the student to do, supervises the student, and takes responsibility to see that the student works the required hours.

You may find additional information at <https://www.umes.edu/FinancialAid>.