

**INTEGRATIVE SYSTEMS AND DESIGN (ISD)
GRADUATE STUDENT INSTRUCTOR (GSI) INFORMATION & GUIDELINES**

GENERAL INFORMATION:

- ISD GSI positions are typically 25%-50% effort, with an anticipated workload of approximately 10-20 hours per week (averaged over the entire term), and are usually for courses held both on-campus and online.
- For Fall and Winter terms, compensation includes a full tuition waiver, health and dental benefits, plus a monthly stipend (amount depends on appointment %).
- For the Spring/Summer term, generally tuition is not covered; however, students may submit a petition for support for one course if the course is integral to the completion of their ISD degree.
- Priority for selection is given in the following order:
 - ISD PhD or DEng students to whom a financial commitment has been made and whose faculty advisors have indicated a need for GSI support for this term. Priority will be given to those who have achieved candidacy status, and then to pre-candidate students.
 - ISD PhD or DEng students who have potential funding support but are seeking a teaching experience.
 - ISD Masters students, with priority for those with demonstrated financial need.
 - PhD candidates from another department whose faculty advisor has a joint appointment with ISD.
 - Other CoE graduate students.
- GSI positions are considered employee positions and therefore go through a formal application, review, and approval process overseen by the ISD Associate Chair. (Instructors cannot make hiring commitments.)
- Please note that there are only a limited number of GSI appointments available each term, and generally students must have been on campus taking classes for 1-2 semesters before becoming eligible.

REQUIREMENTS:

Employment as a GSI is contingent on meeting the following requirements:

- Be a UM graduate student in good academic standing
- Continue to make satisfactory progress toward the student's degree
- Have experience and knowledge in the subject matter of the course
- Be enrolled for six (6) or more credit hours during the term of employment (Fall and Winter terms only)
- Attend all required training classes at the beginning of the appointment term that are held by Center for Research on Learning and Teaching (CRLT), the College of Engineering, and ISD
- For international students for whom English is not their native language, pass both a written and oral exam given by the English Language Institute (ELI)

RESPONSIBILITIES:

As a GSI, you will have the following responsibilities:

- Satisfactorily meet the work expectations set forth by the course instructor that you and the instructor agree upon.
- Attend course lectures, so that you can adequately respond to and answer student questions regarding the course.
- Schedule your own courses to **not** conflict with your GSI assignment.
- Be sensitive to student questions and problems, respond in a prompt manner, and attempt to resolve them to the best of your ability.
- Hold and be present for regular office hours and review sessions (in person and online).
- Grade and return student homework assignments and exams on time and according to established deadlines.
- Other course content/curriculum-related support activities or student support as defined by the instructor.