

# FAQ FOR FUNDED STUDENTS

Congratulations on receiving an assistantship and/or fellowship from the Economics Department. Below you will find answers to some of the most common questions funded students have as their first semester at Binghamton University approaches. I am looking forward to working with you as you begin your studies here.

*Joanne Ardune*

Administrative Assistant to the Chairman

## **How are assignments made?**

Assignments are made based on the department's needs, the particular skills of the student and, of course, the student's own schedule.

## **When will I know my assignment?**

I will be working closely with Prof. Wolcott, Chairman, to determine all assignments. This includes deciding who will be a Graduate Assistant (GA), which is a research assignment, and who will be a Teaching Assistant (TA), which includes leading small discussion sections associated with a large lecture or a significant assignment grading one or more courses. We will also be deciding to which faculty member you will be assigned. Assignments are generally given out at the department's Orientation session on **Thursday, August 25**.

## **How should I prepare for my assignment?**

Advance preparation is not necessary. If you are assigned as a TA you attend all lectures of the course to review the material so that you can assist the undergraduate students in the class. You will be supplied with the text book. Students assigned as a GA will generally be given assignments that take advantage of skills they already possess, or they may be asked to take a workshop to acquire additional computer skills.

## **How many hours per week is my assignment?**

Students who are assigned full time may be reasonably expected to work up to 20 hours per week, although most assignments are about 15 hours. Students with half assignments may work half the above amounts. Students who are regularly required to work **more than 20 hours per week** are expected to contact Prof. Yoon, Director of Graduate Studies; regular work assignments of more than 20 hours per week are excessive and not allowed.

## **Will I have an office?**

Graduate TAs and GAs will be assigned shared office space in areas assigned to the Economics Department. You will be expected to keep the room clean and to arrange office hours that do not conflict with others in the space. Please note that these shared offices are primarily for conducting your assistantship responsibilities and are often not conducive for use as a study space. The TA holding office hours will often need to have full use of the office during his or her office hours in order to accommodate multiple students. That means that if you are working or studying you will most likely need or want to leave the office during that time, especially if the person holding office hours has more than one or two students and needs all of the available seating.

## **When will I be paid?**

Assistantship paychecks are issued every two weeks for 19.8 pay periods. The first checks, covering the pay period **August 22 – August 31 (8 days pay)**, will be available **September 1** (providing I-9s are current and on file) and will be placed in your departmental mailbox. NOTE: Students who have not completed their I-9, as well as other required forms, by **August 26** will not receive their first paycheck until **September 28, 2011**; however it will be retroactive and cover the pay periods **August 22 – August 31 and September 1 – 14**.

## **When will Fellowship and Scholars payments be made?**

Fellowship payments will be made in lump sums at the beginning of each semester – approximately September 1 and February 1. You will be e-mailed when checks are available telling you where to pick them up. NOTE: This information does not apply to Clark Fellowships, which have their own rules. Clark Fellows should check with the Graduate School if they have questions.

*NOTE: Currently there are no university fellowships awarded to students in their first year of study.*