

**UNIVERSITY OF HAWAI'I AT MANOA**  
**Department of Second Language Studies**  
**1890 East-West Road**  
**Honolulu, Hawai'i 96822**

## **To the Applicant:**

The Department of Second Language Studies (DSLS) prides itself on its efforts to support all qualified students for as long as possible during their program of studies. Historically, we have been able to support 100% of qualified students for at least two semesters, and frequently for as many as four semesters when in the MA program, and eight semesters when in the PhD program. This support takes the form of either Graduate Assistantships ("GA-ship," for teaching or research), or Achievement Scholarship Tuition Awards, or combinations of these. Very rarely, casual hires are available. The application form included here is required for all students who wish to be considered by the DSLS for Graduate Assistantships under its administration, in the following semester of studies. Applications for tuition waivers are not required, as all eligible students will be considered and contacted if a waiver is available, once their registration status has been confirmed. Please read the following DEFINITIONS, POLICIES, and PROCEDURES carefully, and sign the acknowledgement of conditions at the end when submitting the application.

## **DEFINITIONS**

### **Achievement Scholarship Tuition Awards**

Both "regular Achievement Scholarship Tuition Awards" and "Pacific Asian Scholarship" (PAS) Achievement Scholarship Tuition Awards are available to DSLS for its students, with the PAS being restricted to students with high Grade Point Averages (3.5 or above) and specialization in an Asian-Pacific area of study. A student who is awarded an Achievement Scholarship Tuition Awards pays a reduction in tuition, but does pay student fees. Achievement Scholarship Tuition Awards are awarded for one semester at a time, although some new students are initially offered an award for two semesters, conditional on successful performance after the first semester. During the time an award is granted, a student must take at least the minimum full-time course load: 8 credits if one or more courses are numbered 600 or above, or 12 credits otherwise. The course load minimum refers to SLS core or elective courses, approved electives from other departments, SLS 699 credits (variable), or thesis credits. Physical education and other non-program courses are not counted. Partial awards can also be awarded, to supplement support from a half GA-ship or to support 4 credits of full-time enrollment.

### **Graduate Assistantships**

A student may be awarded either a half-time assistantship (10 hours per week, or 1 course), or a full-time assistantship (20 hours per week, or 2 courses). The duties can include teaching, research, or program assistance. With a 20-hour GA-ship, the student receives a full tuition waiver, medical benefits, and must take at least 6 credits. 10-hour GA-ships come with a half tuition waiver, no medical benefits, and require a minimum of 6-8 credits, depending on whether they are graduate or undergraduate level courses. GA-ship stipends are paid over a six-month period for each semester of the award (see course catalog or program brochure for amounts).

## **FINANCIAL SUPPORT POLICIES**

### **Financial support for MA students**

1. MA students are eligible for a maximum of four semesters as a graduate assistant (for research or teaching) as long as they maintain a 3.0 GPA in the program. Students are encouraged to pursue other opportunities (see the DSLS website for contacts for some of these), such as Rotary Scholarships, Fulbright Fellowships, East-West Center Grants, National Foreign Language Resource Center Assistantships, and Foreign Language Area Studies Fellowships.
2. Selection for a GA-ship or lectureship in the English Language Institute (ELI) or the University of Hawaii English Language Program (HELP) is based on teaching experience and prior training, faculty recommendation (faculty opinions are solicited by the GA selection committee each semester), interviews by the Directors with short-listed candidates, performance review (for renewals only), and the availability of courses and funding.
4. Selection for a GA-ship in research is based upon the student's relevant training and experience, as determined by the faculty member supervising the research project.
5. A regular departmental allocation of Achievement Scholarship Tuition Awards is awarded to MA (and PhD) students based upon academic standing (GPA or ranking by the admissions committee), amount of previous departmental support, and receipt of other awards. The more departmental support a student has already received, the lower the chances are for receiving an award. MA students are eligible for a maximum of four semesters of awards. All students are considered; there is no need to apply separately.
6. An MA student may receive an Achievement Scholarship Tuition Award during the first semester of study, but is not likely to be hired as a graduate assistant during the first semester.

### **Financial Support for PhD students**

1. The Department works hard to support PhD students with GA-ships for three years, but this support is not guaranteed. It depends on the availability of funding and a student's abilities and performance. Students must actively pursue other opportunities, (see the DSLS website for contacts for some of these), such as Rotary Scholarships, Fulbright Fellowships, East-West Center Grants, National Foreign Language Resource Center Assistantships, and Foreign Language Area Studies Fellowships.
2. After three years of departmental support, the student is lower in eligibility for funding, but depending on departmental needs, it is possible to hire a PhD student as a GA for up to eight semesters, or as a lecturer at any time. Lectureship availability depends on departmental needs and funding, and can be offered during the academic year or Summer Session.

3. Selection for a GA-ship or lectureship in the ELI or HELP is based on teaching experience and training, faculty recommendation (faculty opinions are solicited by the GA selection committee each semester), interviews by the Directors with short-listed candidates, performance review (for renewals only), and the availability of courses and funding.

4. Selection for a GA-ship in research is based upon the student's relevant training and experience, as determined by the faculty member supervising the research project.

5. Selection for a GA-ship or lectureship to teach an undergraduate course in the department is based on training, teaching experience, and faculty recommendation. The Faculty and Course Scheduling Committee determine the courses that will be offered each semester. A PhD student can express interest in teaching a particular course on the Financial Aid application form. The final decision will be based upon the faculty's assessment of the student's preparedness and ability to teach the course, as demonstrated in addition by a sample syllabus for the course in question.

6. PhD students, by virtue of their previous degrees, experience, and the selectivity of the admission process, may have priority over MA students in hiring. However, this does not guarantee that a PhD student will be hired before an MA student, if the faculty feel that the MA student is more qualified for a particular position.

(9/07)



## PROCEDURES ON AWARDS

[Please read all previous pages, policies and application form]

### Announcements

The first round of announcements for GA-ships and renewal of Achievement Scholarship Tuition Awards is made after March 15 for the Fall semester and Summer Session, or after November 15 for the Spring semester. A waiting list is established at that point, so later awards are still possible. For Achievement Scholarship Tuition Awards, as soon as semester grades are turned in, all students in the program are re-ranked on the waiting list, based on GPA and previous semesters of support. In addition to the regular department allocation of awards, re-allocated awards may be received for awarding to students on the waiting list as late as the last day to pay registration, so students should be patient and wait to be informed of their status. Students must be enrolled in the appropriate number of credits in order to be eligible for a tuition waiver.

### Payment of Tuition and Fees

**NOTE:** THE AWARDING OF A (HALF-TIME OR FULL-TIME) GA-SHIP OR ACHIEVEMENT SCHOLARSHIPS WILL PARTIALLY SUPPORT A STUDENT'S TUITION COSTS, BUT STUDENT FEES MUST STILL BE PAID BY THE PAYMENT DEADLINE, OR THE STUDENT'S REGISTRATION WILL BE CANCELLED.

**ALSO,** IF A GA-SHIP OR AWARD HAS NOT BEEN MADE IN ADEQUATE TIME, THE STUDENT MAY BE LIABLE FOR PAYMENT OF TUITION AND FEES FIRST; THESE WILL BE REIMBURSED BY THE CASHIER'S OFFICE ONCE THE PAPERS ARE PROCESSED.

### Acceptance

Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 (for Fall semester) and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer (from another institution) without first obtaining a written release from the institution to which a commitment has been made. Failure to do so not only inconveniences the University and other potential eligible recipients, but it leaves an ethical obligation on the initial accepting recipient to provide compensation to the University. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.

I agree to these conditions —

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_