

Graduate Assistantship

Various types of assistantships are available, yet most management doctoral students are on departmental assistantships. Graduate assistants (GAs) are covered by a **12-month** contract, working in the fall, spring, and summer semesters. Graduate assistants are required to work **20 hours per week** on teaching and/or research assignments, with teaching given priority. All doctoral students are required to teach, usually starting in their second year of study. Schedules are coordinated with the Management Department Head, the Ph.D. Program Director and the student's advisor.

GA work policies are detailed in the current Collective Bargaining Agreement (CBA), accessible on the Graduate School website at <https://gradschool.nmsu.edu/>

Other Forms of Financial Assistance

Department Support for Academic Travel. Conference attendance is very important and highly encouraged in order for you to develop as a teacher and scholar. Doctoral students may attend conferences for many reasons, ranging from simply experiencing an academic conference in their early years in the program to presenting a paper they have (co-) authored later in their program. Students may also want to attend doctoral consortia, serve in a specific role at a conference, or take advantage of placement services offered by the top management associations. The Management Department supports its doctoral student requests to attend professional conferences; however, the department's limited funding means setting priorities.

Contingent on the availability of funds, the department may provide some funding for *one conference per year* for each student, with more funding being given for student paper presentations to the **national (annual)** meeting of one of the **primary** management associations affiliated with research area interest within our program. Regional conferences associated with these national management associations and other conferences may be funded at a lesser amount. Requests for funding beyond one national or regional conference will be considered by the Department Head and the Ph.D. Program Director on a case-by-case basis.

Graduate School's "Travel Grant" for all travel requests. Please fill out and submit the Conference Travel Award form to the department administrative assistant **at least 2 months prior to the start of the conference or immediately after hearing that a paper has been accepted for presentation.** For two or more conferences/fiscal years, students must exhaust any other available funds designated for their travel before requesting department funds. Other sources of funding for conference travel should be considered, such as the College of Business Dean's office, professional associations, the Graduate Student Council, or other sources.

Graduate Student Council Fund. The Graduate Student Council can provide funding for Graduate Student Organizations (GSOs) to conduct events related to their research or meaningful campus activities. Detailed information is available at <https://gsc.nmsu.edu/>

Other Student Financial Support. The following guidelines give department policy for funding various activities. Please contact the Ph.D. Program Director, Management Department Head, or department administrative assistant for guidance, information, or if you have questions.

1. Research (DO NOT SPEND WITHOUT AUTHORIZATION). \$300 for Ph.D. dissertation research, pending availability of funds. Students must complete a budget, have it signed by their advisor, and submit it to the Management Department Head for approval. Student research funds are not guaranteed and are contingent on their availability.
2. Office supplies. General supplies are provided (e.g., pens, computer disks, paper, etc.). Please do your share to control costs so we can continue to do this.
3. Photocopies. Please contact the department administrative assistant about the department policy on photocopies.
4. Business cards. Contingent upon funding, the department will pay for a set of 250 business cards after you pass your qualifying exam. This service is provided once.
5. Phone service. NMSU encourage you to use your personal cell phone or calling card for personal calls. Please help keep the department's phone costs down.
6. Postage. The department does not generally pay the cost of postage for graduate students.
7. See Graduate School Award Announcements for more information on assistantships, fellowships, and awards.