



Community Internship Graduate Assistants Faculty Adviser and Host Site Mentor Agreement

Community Internship Graduate Assistants (CIGAs) are funded by community partners from the private, public, and non-profit sectors. These partnerships allow organizations to support graduate students by providing them hands-on experience as community intern graduate assistants (GAs). Students in CIGAs are UNLV GAs who are supervised by their UNLV faculty advisor, paid through UNLV, subject to the UNLV GA Handbook, and receive additional mentorship from their CIGA site mentor.

CIGAs are designed to enhance students' educational experiences in their programs. They are appointed by the Graduate College's Graduate Financial Services office and like all GAs, work up to 20 hours per week during the standard GA work schedule.

Please note that CIGAs are not off campus employees, paid interns, or employees of the partner organization; they may not be subcontracted out. CIGAs are standard UNLV GAs who work under faculty supervision and in collaboration with a host site mentor.

Faculty advisers are expected to:

- Oversee the CIGA's work with the community partner.
- Ensure the student has a GA work plan that is appropriately aligned with their program.
- Ensure the student has a GA work plan that is compliant with all aspects of, and requirements in, the [GA Handbook](#).
- Provide routine oversight; student check-ins are required.
- Problems, questions, or concerns should be brought to the attention of Brianne Heinle, Executive Director of Graduate Financial Services and Business Operations for the Graduate College.

Please review each of the documents below and then initial the following:

- I have read and will ensure compliance with the gift agreement. _____
- I have reviewed and will comply with the CIGA guidelines. _____
- I have reviewed and comply with the faculty adviser agreement. _____
- I have received the GA handbook. _____

CIGA Faculty Adviser:

_____ Dated this _____ day of _____, 20_____

<Faculty Name>, <Position>, CIGA Faculty Mentor

As the CIGA Host Site Mentor, I have read the materials and understand the co-advisory role of the CIGA's faculty advisor.

CIGA Host Site Mentor:

_____ Dated this _____ day of _____, 20_____

<Site Mentor Name>, <Affiliation/Title>, CIGA Host Site Mentor

CIGA faculty advisor packet includes:

- *Faculty adviser and host site mentor agreement*
- *Copy of the gift agreement*
- *International student information*
- *GA handbook*
- *CIGA guidelines*