



### **Community Internship Graduate Assistants**

Community Internship Graduate Assistants (CIGAs) are funded by community partners in the private or public sectors or by nonprofit organizations. These partnerships allow organizations to support graduate students while providing them hands-on experience as interns at their site. CIGAs are jointly supervised by their faculty advisor and site coordinator.

### **Community Internship Graduate Assistant Guidelines**

- CIGAs are appointed by a UNLV graduate faculty member based on guidelines developed by the faculty member and the host site. The faculty member must appoint the CIGA without prejudice from the donor.
- The cost to fund a CIGA is between \$19,235 and \$36,730 based on the student's level and discipline.
  - Stipends are program-specific and market-competitive. For nine months, the minimum stipend for a master's student is \$11,250 while stipends for doctoral students range from \$15K to \$22K. Summer stipends are approximately \$4K to \$7K.
  - While tuition and fees vary depending on the student's program, annual tuition is estimated at approximately \$6K for the fall/spring semesters combined (includes 10 credits) and the placement site covers these costs. The Graduate College waives non-resident tuition (\$14K per academic year) for graduate students who are hired as CIGAs.
  - CIGAs are required to have UNLV graduate student health insurance or proof of comparable insurance. 9.5% of the stipend is included for fringe benefits to help cover the health insurance fees, and the student is expected to cover the rest.
  - If there is unused funding at the end of the CIGA's assistantship, funding will rollover to support a student the following year.
- In addition to receiving financial support, CIGAs gain invaluable career and professional development experience to help prepare them for successful job placement.
  - Community Internship Graduate Assistants gain professional skills in their field of study. CIGA positions must be related to the CIGA's academic degree program.
  - CIGAs work 20 hours per week on or off campus under the supervision of their faculty advisor in collaboration with their placement site.
    - CIGA projects and responsibilities with the onsite coordinator must be clearly outlined in the agreement between UNLV and the placement site, and the student's academic advisor or graduate coordinator must document how this is complementary to, and an extension of, the student's academic program.
- Additional employment outside of the assistantship is not allowed unless the student submits a Request for Additional Employment form to work up to 10 additional hours per week. This request must be approved by the student's advisor, department/school, and the Graduate College.
- Site coordinator, faculty advisor and graduate students are all subject to policies and procedures outlined in the [UNLV Graduate College Graduate Assistant](#)

- [Handbook](#).
- CIGA 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 is compliant with the [GA Handbook](#).
    - Provide routine oversight; student check-ins are required.
    - Problems, questions, or concerns should be brought to the attention of BrianneHeinle, Executive Director of Graduate Financial Services and Business Operations for the Graduate College.
  - CIGA host-sites are expected to
    - Provide an internship aligned with the student's area of study and meaningful opportunities to learn
    - Understand the CIGA spends 20 hours per week in the CIGA position and follow the UNLV academic calendar
    - Abide by the UNLV Graduate College Graduate Assistant Handbook
  - CIGAs will be appointed as graduate assistants through the UNLV Graduate College to ensure that their graduate assistant (GA) contacts are processed consistently with other graduate assistants across campus, to waive out-of-state tuition, to ensure all the rights and benefits extended to GAs, to receive GA stipends, and to be appropriately counted as a GA.
  - CIGA positions are considered to be on-campus employment and not considered employees of the host site.
  - International students must discuss their CIGA appointment with the Office of International Students & Scholars (OISS) prior to accepting a CIGA position.