

University of Arkansas
Computer Science and Computer Engineering
Graduate Assistantship
Grading/Teaching Assistant - Agreement and Acceptance

NAME: _____

UARK ID: _____

UARK EMAIL: _____

DATES OF APPOINTMENT: _____

PERCENT OF APPOINTMENT: 25% 50% Other _____

STIPEND PER MONTH FOR THE PERIOD: _____

IMMEDIATE SUPERVISOR(S): _____

(1) All graduate assistants are required to earn a minimum number of graduate level credits and are limited to a maximum number of graduate level credits each semester and/or summer session on appointment exclusive of audit credits. Any enrollment over 15 hours must be approved by the Graduate Dean. See <http://www.uark.edu/grad>.

(A) <u>Fall/Spring Semesters:</u>	
<u>IF PERCENT OF APPOINTMENT IS</u>	<u>MUST EARN MINIMUM CREDITS PER SEMESTER*</u>
Less than 50%	9
50%	6

- (B) **Summer Sessions:**
- § All graduate assistants on 12-month appointment will receive maximum tuition reimbursement for nine hours if contract extends over entire summer session (10-12 weeks) and must be enrolled in a minimum of three hours during the summer.
 - § All graduate assistants on nine-month appointment, who are separately employed during summer, will receive maximum tuition reimbursement of four hours per term (five-six weeks) of employment and must be enrolled in a minimum of three hours during the summer.

- (2) All graduate assistants on a 50 percent appointment will have tuition paid as part of the graduate assistant contract. Graduate assistants with appointments from 25 to 50 percent will have out-of-state tuition paid. (This does NOT include late registration or miscellaneous fees.)
- (3) All graduate assistants on 50 percent or greater appointment will have 60% of health insurance paid, if the student makes application for this.
- (4) Graduate assistants will be expected to work from the Monday before classes begin to the 15th of December, May or August, depending on the semester of appointment, except when the University is closed
- (5) International graduate assistants cannot have greater than a 50% appointment without prior written authorization from the Office of International Students and Scholars. For international students, the offer is contingent on your passing a test of spoken English required of all international teaching assistants.
- (6) **(MUST BE COMPLETED)** Work assignments involve 20 hours per week (50 percent appointment) or 10 hours per week (25 percent appointment) as defined by immediate supervisor; or serving as the instructor of record for a maximum of two 3-hour courses. Additional work may be done by the student for his/her own research:

(7) All graduate assistants must earn at least 3.25 grade point average on all courses taken for graduate credit each semester of appointment.

*****NOTE*****

IF A GRADUATE ASSISTANT IN ANY WAY BREAKS THIS CONTRACT BY WITHDRAWING FROM THE UNIVERSITY, DROPPING BELOW THE MINIMUM REQUIRED REGISTRATION CREDITS, OR IN ANY OTHER WAYS NOT SATISFACTORILY MEETING THE REQUIREMENTS OF THE APPOINTMENT, THAT PERSON WILL BE REQUIRED TO REIMBURSE THE UNIVERSITY ON A PRO RATA BASIS FOR ALL TUITION AND FEES PAID FOR HIM OR HER FOR THAT SEMESTER.

FOR POLICIES RELEVANT TO GRADUATE ASSISTANTSHIPS, PLEASE SEE THE GRADUATE ASSISTANT GRIEVANCE POLICY, AS WELL AS RELATED POLICIES, ON THE GRADUATE SCHOOL WEB SITE (www.uark.edu/grad)

PLEASE NOTE THAT THE ACADEMIC RECORD OF STUDENTS HOLDING GRADUATE ASSISTANTSHIPS/FELLOWSHIPS MAY BE MADE AVAILABLE TO THE UNIVERSITY SPONSORS OF THOSE ASSISTANTSHIPS/FELLOWSHIPS.

By my signature below, I verify that I have read this agreement, understand and accept the terms outlined within, and agree to abide by these policies. If circumstances change such that I am not able to fulfill the duties of my assignment, I agree to notify my immediate supervisor immediately.

This agreement will be considered null and void if I am not fully accepted for Graduate Admission.

Date

Student Signature

Date

Supervisor Signature

Date

Department Head Signature

Please leave phone number where you can be reached. ***NOTE***: A phone number is required to create your Workday account.

Cell: _____

Work: _____

Home: _____