



# Old Dominion University Graduate Assistant Responsibilities Agreement

Name of Student: \_\_\_\_\_ UIN: \_\_\_\_\_

College: Science Department/Program: Computer Science

Assistantship Category (check only one):

- GTA-Assistant
- GTA-Instructor
- GRA-Faculty Assistant
- GRA-Project Assistant
- GAA

From Semester/Year \_\_\_\_\_ to Semester/Year: \_\_\_\_\_

*(Agreement may cover two contiguous semesters if assistantship is a fall/spring academic year position.)*

Assistantship position description (attach additional sheet, if necessary):

SEE ATTACHED

This agreement constitutes the responsibilities associated with the assistantship for the semester(s) and year(s) indicated above. Students must meet all eligibility, enrollment, registration, and qualification requirements outlined in the *Graduate Catalog*. A student is contracted to devote up to 20 hours maximum per week during the semester, apart from his/her academic work, to the duties required by the assistantship. The student's work schedule is to be negotiated between the student and the supervisor along with a schedule of meetings and preferred modes of communication. In addition, the student may be required to attend special training sessions as indicated by an addendum to this agreement. *However, all students appointed as GTAs must have completed the Graduate Teaching Assistant Institute prior to beginning an assistantship.*

An evaluation of the student's assistantship performance will be conducted by the supervisor at the end of each semester of the appointment; if this agreement covers the student's initial appointment and first semester on assistantship, there will be a midterm evaluation in the first semester as well. Separate forms are required when a student is assigned to more than one supervisor or his/her duties are divided between two categories above.

By signing below, the student agrees to the terms of the assistantship appointment and agrees to adhere to the Policy of Additional Employment, FERPA regulations, the University Policy on Confidentiality, the University Policy on Intellectual Property, and the University Code of Ethics.

Student's Signature	Department	Date
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Assistantship Supervisor's Signature	Department	Date
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*Student's Graduate Program Director's Signature	Department	Date
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Funding Source Director (e.g., Chair; Grant PI)	Department	Date
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\_\_\_\_\_  
FUNDING SOURCE BUDGET CODE / GRANT #

\*In the event the GPD is the student's supervisor, the signature of the Chair or Dean's designee will suffice for department approval.

- Original: Department Records  
Copies: Student & Student File  
Student's Supervisor  
Graduate School

**For Graduate School use only:** Agreement copy received (date): \_\_\_\_\_

Research Area Title: \_\_\_\_\_

**NOTE TO FACULTY SUPERVISOR:** Check required duties and fill in information below as it pertains to the. Meet with the GRA at the beginning of the appointment to review these duties and discuss your performance expectations in relation to them and to the evaluation categories so that the GRA understands all criteria by which he/she will be evaluated.

**A. General Assistant Requirements** (check required duties):

- Attend weekly or as scheduled (\_\_\_\_\_) meetings with Faculty Supervisor
- Attend other meeting or training sessions scheduled by the faculty member (\_\_\_\_\_)
- Follow guidelines for proper attire and professional behavior as provided by the faculty supervisor
- Prepare material for course or project website as directed by faculty supervisor
- Manage course or project website as directed by faculty supervisor
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**B. Research Assistant Requirements** (check required duties):

- Provide support to a faculty member's research program
- Assist faculty with the development of manuscripts suitable for submission to research conferences and/or journals
- Present results of independent research to department groups and/or at national conferences
- Follow appropriate procedures for setup, use, & maintenance of research lab and equipment.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_