



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): _____

Course Title: _____ Course # CS _____

NOTE TO FACULTY SUPERVISOR: Check required duties and fill in information below as it pertains to the GTA assigned to this course. Meet with the GTA 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 GTA 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. Teaching Assistant Requirements (check required duties):

- Attend lectures as requested by faculty instructor
- Present lectures as assigned by faculty supervisor
- Attend all assigned labs/recitation sessions
- Instruct _____ labs per week (see above for performance expectations)
- Instruct _____ recitations per week (see above for performance expectations)
- Instruct _____ lectures per week (see above for performance expectations)
- Prepare materials for laboratory sessions, set up and clean up after labs
- Prepare materials for recitations, set up and clean up after recitations
- Hold _____ office hours weekly (provide range of hours: _____)
- Attend weekly or as scheduled (_____) meetings with head GTA
- Prepare problem sets/quizzes/exams for GTAs lab sessions
- Prepare problem sets/quizzes/exams for GTAs recitations
- Make copies or prepare printing orders of coursework for instructor for lectures, labs, and/or recitations
- Evaluate and return in a timely manner _____ lab projects per student (fill in or refer GTA to syllabus)
- Evaluate and return in a timely manner _____ programming assignments per student (fill in or refer GTA to syllabus)
- Read and evaluate _____ quizzes/exams per student (fill in or refer GTA to syllabus)
- Proctor _____ lecture examinations, as directed by faculty instructor
- Make grade recommendations as appropriate for students in GTAs section(s)
- Arrive promptly to open lab or classroom and be ready to begin on time
- Monitor course email/discussion/bulletin board etc. for student compliance with course requirements and to assist in answering questions
- Other: _____
- Other: _____

C. Supervising faculty member will not request the following of the Assistant:

- Preparing faculty lectures
- Holding faculty office hours
- Post final grades in LEO

D. It is expressly understood that the GTA will not engage in the following conduct:

- Arranging for substitute GTA to teach lab or recitation without faculty supervisor's permission
- Canceling lab or recitation session without faculty supervisor's permission
- Combining lab or recitation sessions without faculty supervisor's permission

E. Additional Department Requirements (all listed duties are required):

- PhD students may prepare their own lecture material for presentation and evaluation upon approval by mentoring faculty.