

**FEDERAL WORK-STUDY (FWS) GRADUATE ASSISTANTSHIP
APPOINTMENT REQUEST FORM**

Appointing Unit: _____

Check Assistantship Type:

<input type="checkbox"/> Teaching Assistantship Teaching Assistants primarily support instruction and could include any or all of the following duties: teaching classes, grading student assignments, leading lab or discussion groups in a course setting, developing academic instructional materials, accompanying/coaching musical or vocal performances, providing artistic instruction, proctoring exams, overseeing/coordinating the work of other Teaching Assistants, holding office hours and/or tutoring students.	<input type="checkbox"/> Research Assistantship Research Assistants primarily involve applying and mastering research concepts, practices, or methods of scholarship and could include any or all of the following duties: conducting experiments, organizing or analyzing data, presenting findings in a publication or dissertation, collaborating with faculty in preparing publications, overseeing work of other Research Assistants, and/or other research activities.
<input type="checkbox"/> Graduate Assistantship Graduate Assistants primarily support administrative functions and could include any or all of the following duties: clerical support, technical support services, advising, and/or outreach duties.	<input type="checkbox"/> Pre-Professional Assistantship Pre-Professional Assistants primarily gain experience, practice or guidance that is significantly connected to their fields of study and career preparation. Duties vary by appointing unit, but are designed to provide an internship/pre-professional experience that directly relates to the field of study. The designation of an assistantship as Pre-Professional must be approved by Academic Human Resources regardless of funding source.

Student's Name: _____ University ID Number: _____

Appointment Percent Time: _____ Appointment Dates: _____

Stipend Amount: _____ Department Minimum Stipend Amount: _____

NOTE: Stipend amounts for assistants represented by the Graduate Employees Organization (GEO) must comply with the provisions of the contract in effect for the assistant's appointment period.

Student's Academic Department: _____ Curriculum Code: _____

Type of Tuition Waiver generated: ___ None ___ Base-Rate ___ Full

Department contact person to whom appointment authorization should be e-mailed:

Name: _____ E-mail Address: _____

Phone #: _____

Position Number: _____ CFOAP: _____

NOTE: Use the FWS FOAPAL assigned to your unit – if your unit does not have a FWS FOAPAL, contact Grants and Contracts to have one established.

Appointing Unit's Approval: _____ Date: _____

NOTE: Appointment will be contingent upon receipt of funds.

Submit to: La Vonne Novakofski, Office of Student Financial Aid, 620 East John Street, MC-303, by April 15, 2009.