

## GRADUATE STUDENT ASSIGNMENT CHECKLIST

Please respond to the following questions.

1. Student's Name

\_\_\_\_\_

2. In what Graduate Program is the student enrolled?

\_\_\_\_\_

3. Graduate Student is enrolled as:

- Full Time                       as a Doctoral Candidate  
 Part Time                       as a Masters Candidate

4. Who is paying the student's tuition and fees?

- Department  
 Student

5. Who is paying for the student's health insurance for the current academic year?

- Department  
 Student  
 Not required

6. What department or graduate program provides the student's primary support?

\_\_\_\_\_

7. What job classification does the student have in this department?

- Graduate Assistant  
 Graduate Student Trainee  
 Other (explain) \_\_\_\_\_

8. What is the primary source of the student's compensation?

- Federal  
 Institutional (Includes all university funds)

If federal, please provide the grant title and the funding agency.

\_\_\_\_\_

\_\_\_\_\_

9. If there is a supplement to the primary funding, provide the amount and source.

\_\_\_\_\_

\_\_\_\_\_

10. In what department or graduate program is the student's proposed additional assignment?

\_\_\_\_\_

11. What job classification will the student have in the secondary assignment?

- Graduate Assistant  
 Graduate Student Trainee  
 Other (explain) \_\_\_\_\_

12. What is the source of funding for the student's additional assignment?

- Federal  
 Institutional (Includes all university funds)

If federal, please provide the grant title and the funding agency.

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13. When will the proposed additional assignment additional assignment end?

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14. What is the student's annual compensation from the primary assignment?

\$ \_\_\_\_\_

15. What is the student's annual compensation from the additional assignment?

\$ \_\_\_\_\_

15. How many hours per week will the student expect to commit to each assignment?

\_\_\_\_\_ Primary assignment    \_\_\_\_\_ Additional assignment

16. Does the student have any more active assignments other than the proposed additional assignment?

- Yes  
 No

If yes, please provide the job title, assignment category, and department.

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Signature of preparer                      Date                      e-mail

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Signature of Program Director    Date                      e-mail  
or Advisor

Graduate Assistants cannot work more than 20 hours per week if they are registered as full time students. Graduate Student Trainees are automatically considered to be full time students and cannot work more than 10 hours per week outside their primary commitment to meet the requirements of their training program.

This form should be signed by the graduate program director and or the student's advisor.

This form should be completed by someone who has direct knowledge of both the student's primary appointment and the proposed additional appointment and should not be completed by the student.