

# Graduate Student Teaching Contract

Sign and return this form to the Graduate Office with I-9 form, Requires IDs, Tax forms, and OBRA exemption. Do not start work until the Graduate Office approves this as an assistantship. You will be notified if your position is not approved. Once approved, take a copy for your records. *Complete Contact Information for Human Resources*

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Name \_\_\_\_\_ MCA ID \_\_\_\_\_  
Preferred Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_

**Course Name and Number**

**Schedule**

**Faculty**

**Department**

**GL Number**                      31 PCG    5 CCC 06

**Stipend**                      \$16 per hour not to exceed 67.5 hours and \$1,080 per semester

**Contract Start and End Dates:**      September 2, 2015 to December 23, 2015

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\* Graduate Assistant Timesheets are submitted to the Graduate Office every two weeks by Wednesday at 10 AM. Pay and due dates are on the back of the timesheets.

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**Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Graduate Program Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

Have you been paid by MassArt before?                      \_\_\_\_ Yes \_\_\_\_ No

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**Graduate Programs Authorization**

**Grad Program Signature** \_\_\_\_\_ **Date** \_\_\_\_\_