



The Graduate School
 (406) 994-4145 www.montana.edu/gradschool
Graduate Assistantship Agreement Form

Revised Sept. 15, 2014

Student Information:

 Last Name First Name Student ID Academic Dept. Credits enrolled
 (min. 6 cr. for GTA/GRA)

Employing Department Information:

 Department Contact Name Contact Email Contact Phone

Department Name

Type of Action:

- New Appointment / New Waiver Termination of Appointment - Reason: _____
 Stipend Change Tuition Waiver change
 GATA designation

Describe change: _____

GTA/GRA/GSA APPOINTMENTS: Fall 8/1-12/31, Spr 1/1-5/31, Academic Year 8/1-5/31

Appointment type	Semester	Start Date	End Date	\$/month (\$240 min.)	Hours/week (10 min.)	Course # (for teaching duties)
<input type="checkbox"/> GTA <input type="checkbox"/> GRA <input type="checkbox"/> GSA						
<input type="checkbox"/> GTA <input type="checkbox"/> GRA <input type="checkbox"/> GSA						
<input type="checkbox"/> GTA <input type="checkbox"/> GRA <input type="checkbox"/> GSA						
<input type="checkbox"/> GTA <input type="checkbox"/> GRA <input type="checkbox"/> GSA						

TUITION WAIVERS:

Semester & Year	Resident Credits	Non-Resident Credits	←Enter number of credits to be waived OR Dollar amount to be waived →	Dollar Amount to be Waived

General Duties of Graduate Teaching Assistants (GTA):	General Duties of Graduate Research Assistants (GRA):
GATAs are those graduate students who are involved in instruction, usually of undergraduates. Qualified GTAs perform instructional duties in an area of their expertise, most often within their home departments. MSU faculty oversee all GTA teaching duties. General duties include: actual instruction in a classroom setting, instruction in recitation sections, assisting with laboratory setup, conducting help sessions and holding office hours to advise students on class assignments, grading papers, exams, lab reports, and homework.	GRAs often conduct research in a relevant area of their major course of study under the direction of a faculty. The research is usually a component of the faculty advisor's research that is directly supported by external funding. GRAs generally are expected to carry out a specific research project, which often forms the basis for a thesis or dissertation. GRA general duties include: performing experiments, calculations, analyzing results and disseminating knowledge orally or in written publications, reflecting on the state of the field and proposing new research problems, attending conferences to present results, training and supervision of less experienced research personnel.

Description of Duties: (required)

This appointment is NOT A CONTRACT OF EMPLOYMENT. For this appointment to remain in force, the Graduate Assistant must be in good standing (GPA >= 3.0). Although dates of planned appointment are stated above, the University reserves the right to terminate this appointment at any time upon the occurrence of any of the following: a) insufficient funds to pay for assistantship services; b) failure of the assistant to satisfactorily provide services; c) unsatisfactory academic performance by the assistant; d) failure of the assistant to comply with all University conduct and/or academic regulations; and e) changes in University programs and/or plans that cause assistant services under this agreement to be no longer needed.

By signing below, I have read and understand the Assistantship Policy posted on The Graduate School website:
http://www.montana.edu/wwwdg/cat_grad_assist.shtml. Students registered in 0-5 credits are subject to FICA and Social Security tax withholdings.

Signatures:

Student _____ Date: _____

Department _____ Date _____