

HARDING UNIVERSITY

Graduate Assistant (GA) Contract

A graduate assistantship is effective until the degree is completed or for a maximum of three semesters, with a summer term counting as a semester. The assistantship provides recipients with \$3,000 per term before taxes. A \$400 cash stipend is provided and the remaining \$2,600, less applicable taxes, will be posted to your Harding account. This \$3,000 award is deemed by the IRS to be taxable income and taxes are deducted before the posting is made.

In accepting the position of Graduate Assistant (GA), I agree to the terms and conditions of this contract:

1. The wages I receive for fully acceptable performance of the duties of a graduate assistant shall be applied to my account at Harding University at the beginning of each semester. If, for some reason, I do not fulfill my obligation for the entire semester, I will owe the tuition for the remaining time that I do not work.
2. I am to work for the supervisor to whom I am assigned and perform any duties he or she requires of me. I understand supervisors are requested to notify the Office of Graduate Studies at any time that I do not fulfill my part of this agreement. Work hours missed must be made up. Also, I understand I shall be evaluated each semester to ensure that I am performing up to expectations.
3. I am expected to make steady progress toward my degree while effectively performing assigned duties.
4. I understand that to receive and maintain my graduate assistantship, I must:
 1. Maintain a 3.0 GPA.
 2. Maintain full-time graduate standing by enrolling in and completing at least nine graduate hours per term.
 3. Complete weekly time sheets promptly and have them signed by my supervisor.
 4. Dress professionally.
 5. Be punctual.
 6. Maintain confidentiality of information.
 7. Maintain professional behavior by not engaging in personal activities while on the job.
 8. Maintain regular communication with my supervisor.
 9. Engage in conduct that is consistent with Christian values.
 10. Attend appropriate orientation activities of my graduate program.
 11. Maintain standards of academic honesty and integrity.

By signing this contract, I accept responsibility for my performance of duties for the graduate assistantship. If I do not fulfill these duties, I understand that I may forfeit my position as a graduate assistant and that the payments to be paid to me will be prorated for the semester.

Agreement to Terms

Graduate Assistant:

Print Name

Signature

Date

Supervisor Approval: Department: _____

Mark semester(s) and note year(s) to which this contract applies: Fall 20__ Spring 20__ Summer 20__

Print Name

Signature

Date

Please submit this completed form to:

Harding University Office of Graduate Programs
Administration Building 209 C (across from DormNet)
Box 10733 Fax: 501-279-5192