

Department of Engineering Technology
Engineering Technology 203
The University of Memphis
Memphis, TN 38152-6580
1-901-678-5145 (FAX)
crwillia@memphis.edu

GRADUATE ASSISTANT APPLICATION FORM

Please complete all sections and hand-in or mail this application to the Engineering Technology Department (see contact information above) along with your resume and current transcripts. (Copies of official transcripts are acceptable).

Personal Data

Name: _____ Student ID: U _____ Social Security No: _____

Date of Birth: _____ Gender: _____ Citizenship Country: _____

If you are not a citizen of the United States, do you hold a current Visa entitling you to work here?

Yes No Type of Visa: _____ Visa Expiration: _____

Local Address: _____

Street

City

State

Zip Code

Email Address: _____ Local Phone Number: _____

Professional Background

Undergraduate degree/major/institution: _____

Other graduate degrees/institutions: _____

Are you currently admitted to The University of Memphis? Yes No

Degree/Concentration/Major currently pursuing: _____

Industrial Experience (Dates, Employer, Location, Type of Experience):

College level courses you can teach:

Lecture: _____

Laboratory: _____

Other Qualifications: _____

Expected Starting Term: Fall Spring Year: _____

Conditions of Employment

1. The student will be fully admitted to a degree program of the University of Memphis Graduate School. (The student cannot be conditionally admitted.)
2. The student will not be on academic probation.
3. The student will register for 12 credit hours of courses approved by their advisor if the assistantship is for the Fall or Spring terms, 9 credit hours of courses approved by their advisor if the assistantship is for the Summer term.
4. The student will work a minimum of 10 hours per week on duties assigned by the Graduate Coordinator or his designate. The student will work no more than 20 hours per week. The hours per week, the rate of pay, the pay periods, and whether work will be performed while classes are not in session will be specified in the employment contract the student will sign when an assistantship is offered. The time of work will be specified by the Graduate Coordinator or his designate.
5. The Graduate Assistantship will include a waiver of fees for the term. A student accepting an assistantship during the Spring term may register for up to 9 hours of credit during the Summer term and pay in-state fees.

I UNDERSTAND AND ACCEPT THE ABOVE CONDITIONS OF EMPLOYMENT. I ALSO UNDERSTAND THAT IF I OMIT ANY INFORMATION OR MAKE ANY ERROR IN THIS APPLICATION MY ASSISTANTSHIP CAN BE TERMINATED IMMEDIATELY.

Signature of Applicant _____ Date _____