UNDERGRADUATE TEACHING ASSISTANTS IN COMPUTER SCIENCES

Please print clearly your full name or at least as much as the University has.

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<th>Last name</th>
<th>First name, etc.</th>
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<tr>
<th>Student ID number</th>
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1. Undergraduate teaching assistants (UTAs) in CS typically grade homework assignments and projects, hold office hours, conduct laboratory or PSO sessions, and perform clerical and administrative tasks. Specific duties are determined by the supervisor.

2. The amount of time required varies with the course, but you may not generate overtime charges for the department without the prior authorization by W. J. Gorman (wjg@cs) in writing or by e-mail. Overtime pay is required when an employee works more than 40 hours in a week or more than 8 hours in a day for the University.

3. Any guarantee of a minimum number of hours per week, or per any other period is invalid without the explicit approval of W. J. Gorman in writing or by e-mail.

4. You must report all conflicts of interest in writing or by e-mail to your supervisor and to W. J. Gorman promptly. In particular, if you are aware that a roommate, friend, relative, or business associate of yours or any other person of particular interest to you is in the course, you must make that known. ("Course" includes all sections that are in any way coordinated.) Your supervisor will attempt to arrange your duties to avoid opportunities for wrongdoing. This serves for the protection of all parties involved.

Failure to disclose a conflict is a serious breach of ethics and a basis for both termination and disciplinary action.

5. You may not work as a tutor or in any similar capacity for the benefit of a student enrolled in a course in which you are assisting, unless the material involved is unrelated to the course. ("Course" includes all sections that are in any way coordinated.)

6. Your appointment is subject to the approval of A. J. Ingram (ajingram@cs) and the approval of your proposed supervisor.

7. Before you begin working, you must obtain from the CS Business Office the timecards for the position for which you are hired. This is particularly important if you have not proved your eligibility to work, as required by federal law.

AGREEMENT

In accepting employment by the Department of Computer Sciences, I agree to submit my timecards on time and to follow the above policies and procedures.

I understand that I may not be paid for services rendered before I have proved my eligibility to work and received from the Business Office the timecards for the position for which I am hired.

I have not been found guilty of academic dishonesty at Purdue and authorize the Department of Computer Sciences to obtain verification from the Office of the Dean of Students.

I authorize the Department of Computer Sciences to access my academic record for the purpose of verifying the grades I have submitted in my applications(s).

Signature __________________________________________________________ Date _____________________

For Office use

Approved: ___________________ Date: ____________________ Course(s): _________________________

Unless indicated otherwise, the approval expires at the end of the second business day following the date given.

2003.04.22