Date: 

Student Name: 

Faculty Advisor Name: 

Teaching Assistant ☐ Research Assistant ☐

This document serves as a contract and work agreement between the student and advisor. The above named student is being hired as a Graduate Assistant to work for the above named faculty advisor. You will receive a letter from Human Resources stating your employment terms. The above named student has been given a copy of Kettering University’s Office of Sponsored Research Graduate Assistantship Policy. Failure to meet the requirements as stated in the policy can result in probation and possible loss of assistantship.

Please state below the defined and agreed upon work agreement between the student and faculty advisor.

Brief Description of Project (assignment):


Detail of Responsibilities:


Signatures:

Student: _______________________________ Date: __________________

Faculty Advisor: __________________________ Date: __________________