

**Department of City & Metropolitan Planning
University of Utah**

Graduate Teaching Assistant and Graduate Assistant Application

Please read carefully the requirements and obligations that apply to teaching assistantships as stated on the next page of this form. If you have any questions of concerning the conditions of a teaching assistantship, contact the City & Metropolitan Planning office. Your signature on the next page of this form is required and commits you to full agreement and compliance with the stated conditions and forms a contract between you and the Department of City & Metropolitan Planning should you be awarded this assistantship.

Please submit completed applications with a current resume to the City & Metropolitan Planning Office.
(220 ARCH)

Name:

UNID:

Address:

E-Mail:

Cumulative GPA:

How Many Semesters of the MCMP Program Have You Been Enrolled in Courses:

Area of Interest and/or Why You Would Like to be Awarded an Assistantship:

**College of Architecture + Planning
University of Utah**

TEACHING / RESEARCH ASSISTANTSHIP AGREEMENT

Please read carefully the requirements and obligations that apply to graduate and teaching assistantships as stated here. Your signature below is required and commits you to full agreement and compliance with the stated conditions and forms a contract between you and the College of Architecture + Planning should you accept this assistantship. They are intended to be in accord with the current guidelines for the "Graduate Tuition Benefit Program and Graduate Student Health Plan" <https://gradschool.utah.edu/tbp/guidelines.php> statement, which is the definitive statement of conditions governing assistantships.

1. Graduate, Research, and Teaching assistants must be full time, matriculated students working toward a post-baccalaureate degree. Full time is defined as being registered for at least 9 credit hours.
2. A student holding an assistantship must maintain a 3.0 GPA.
3. Students holding a 1/2 teaching assistantship are obligated to work up to 10 hours per week during the semester they hold the assistantship. Students with full assistantships are obligated to work 20 hours per week.
4. Students holding a full 20/hr/wk assistantship who qualify for the Tuition Benefit Program will receive a waiver of their general graduate tuition for a minimum of 9 and a maximum of 12 credit hours during the semester of the assistantship and the assigned stipend for the semester. If the student is on a 1/2 assistantship he will receive half the general graduate tuition. **The student is responsible to pay for any additional credit hours, the differential tuition added to general graduate tuition, and fees.**
5. If a student does not meet all the conditions of the Tuition Benefit Program agreement, the student is responsible for repayment of the portion of tuition waived during the semester in which the conditions were not met. Students eligible for the Tuition Benefit Program should check their tuition bill **3 days prior to the date the bill is due**. If the tuition benefit does not appear on the bill, please see Jeannette immediately.
6. International students must: a) **apply to receive a social security number** at least a month prior to the beginning of the semester, in order to be processed for payroll. (The International Center, 410 Union, can assist with the Social Security number process); b) **must provide the I-20, I-94; foreign passport and social security number** along with the payroll paperwork for processing; and C) attend the ITA training if hired as a teaching assistant.

I have read and understand the above conditions and if offered an assistantship, I agree to abide by these conditions.

Signature

Date