# COM / Assistantship Contract

ASSISTANTSHIP GUIDELINES

1. First time working at Boston University? Please complete section 1 of the I-9 electronically by going to www.bu.edu/seo and following the instructions under Student Employment. You will need to provide acceptable forms of identification either in person to Nat Taylor in room 110 in the COM Dean's Office or by secure email to ntaylor@bu.edu. Options for acceptable forms are listed in the I-9 which include passport, license, social security card, etc.

   You will also need to complete a W-4 form for tax withholding. This must be done after your first payment by going to www.bu.edu/buworkscentral and logging in to the employee self-service tab. From there you can select W-4 information and also sign up for direct deposit. If you have questions or concerns, please email ntaylor@bu.edu.

   International students should visit www.bu.edu/isso/employment-internships/on-campus-student-employment/i-9-employment-eligibility-verification for updated information about completing an I-9 form.

   - For more information about applying for a social security number, please visit www.bu.edu/isso/employment-internships/social-security-cards.
   - Please make sure personal information is updated on BU's Student Link. The address must be your local address.

2. This form must be completed each semester, including summer sessions*, for each paid position a graduate student holds in COM. Students from other BU colleges must submit this form if they are working in a position in COM or with a COM professor. **Only signed and completed forms will be processed by Graduate Affairs.**

SUBMISSION DEADLINE
This signed and completed form must be submitted to COM Graduate Affairs by 5:00 PM on the University's official last day to add a class in the semester in which you will hold this position. If a form is received after this date, a student's pay rate may be pro-rated based on the remaining weeks in a given semester.

WEEKLY MAXIMUM HOURS
Graduate students at BU are limited to a maximum of 20 hours per week of University employment. Generally, international students on an F-1 visa are limited to 20 hours per week, but international students should check with ISSO for specific regulations. Though a student may hold more than one assistantship in COM, the number of total weekly hours may not exceed 20 across all University employment.

DURATION OF EMPLOYMENT
Unless specifically noted otherwise, a signed assistantship contract covers the span of one semester only. Pay dates are set by the University's payroll office. A new assistantship contract must be signed for work performed before the first day of class or after the last day of scheduled final exams in a given semester. This includes winter intersession and summer sessions*. Positions that fall outside of a normal semester must be approved by Graduate Affairs before the form is submitted, and dates of employment must be clearly noted on the form.

EMPLOYMENT SEPARATION
If you resign from your position, separate from the University via withdrawal or leave of absence, or are terminated from your position, your assistantship and remaining pay end as well.

Please visit the Student Employment Office website on what is expected from student employees, including giving advanced notice when you are unable to work a scheduled shift (and making up the hours); performing to the highest level of your ability; and being accountable for your job duties. Failure to follow through with your work assignments and show up for scheduled shifts will result in termination and discontinuation of payment: bu.edu/seo/students/on-the-job

DIRECT DEPOSIT
For more information on direct deposit, please visit bu.edu/seo/students/pay/direct-deposit.

**PLEASE RETURN THIS SIGNED AND COMPLETED FORM TO COM ROOM 130 OR EMAIL TO JACKIE CUMMINGS, JMCUMMIN@BU.EDU.**

*\* Summer session graduate assistants who are Teaching Assistants will be hired through Summer Term, not COM, and their pay rates may differ. Also, please note that Graduate Assistants hired for summer are paid less than the standard academic year, as the summer term is shorter.*

BU College of Communication

Boston University College of Communication , Graduate Affairs
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# COM / Graduate Assistantship Contract

Name_____ BU ID#_____

Email_____ College of Registration (if not COM)_____

**Choose One:**   U.S. Citizen/U.S. Permanent Resident   International   **Semester:**   FALL   SPR   SUM 1*   SUM2*

**Program/Dept:**   MC/AD/PR   FTV   JO   EMS   Admin   Other

Are you a full-time student?   ____ Yes   ____ No   (Part-time students are not normally eligible for assistantships.)

Do you work for another department at Boston University?   ____No   ____Yes   If yes, how many hours per week? _____

Where will you be learning from this semester?   ____ Inside the U.S.   ____ Outside the U.S.

Faculty Supervisor _____

Faculty Supervisor Signature _____Date_____

Student Signature _____Date_____

**To Be Completed by Faculty Supervisor or Department Chair:**

Please provide a brief description of position/job responsibilities: _____

| POSITION TYPE | | 15 HRS/WEEK | | 10HRS/WEEK | | 5 HRS/WEEK | |
|---|---|---|---|---|---|---|---|
| Grader (similar to a TA, but no discussion section and/or office hours) | Course #_____ | $3,825 | ☐ | $2,550 | ☐ | $1,275 | ☐ |
| Graduate Assistant | | $3,825 | ☐ | $2,550 | ☐ | $1,275 | ☐ |
| Research Assistant | | $4,500 | ☐ | $3,000 | ☐ | $1,500 | ☐ |
| Teaching Assistant (with discussion and/or office hours; meets with students) | Course #_____ | $4,500 | ☐ | $3,000 | ☐ | $1,500 | ☐ |
| Doctoral Fellowship | | $_____ | | | | | |

**Special Circumstances  (if your position falls outside of the above grid, please complete this section)**

| POSITION TYPE | | |
|---|---|---|
| _____ | $_____ | hours per week _____ |

**For administrative purposes only:**

Approved by Department Chair/Unit Head_____Date_____

| MC/AD/PR | FTV | JO | EMS | Admin | Other | | Student Employment | Work Study |
|---|---|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ |

Approved by Graduate Affairs_____Date_____