

Lee Krist
1209697083

May 15, 2016

Dear Lee,

The School of Art is pleased to offer you a position as a teaching assistant (TA) for the fall semester 2016. This is a one semester appointment and begins August 1, 2016 and ends December 12, 2016. This is a quarter-time (10 hours per week) appointment with a compensatory stipend of \$3725 per semester. ASU stipends are paid bi-weekly: there will be 10 pay dates; your first pay date will be August 19, 2016.

This offer is contingent on sufficient enrollment in the assigned section and the availability of funding and may be rescinded at any time prior to the start date of the appointment if the needs of the unit change.

You have currently been assigned to TA for Photo Documentarian. Your faculty supervisor is the Gallery Director and he/she will supply you with the correct section number for day, time and location. We have enclosed important information regarding your appointment. Please read through the information carefully, and let us know if you have any questions. As a TA you are required to set aside 2 hours a week for office hours. Office hours will take place in the appropriate office for your area. The first day of classes for fall is Thursday, August 18, 2016.

The university provides an award covering a portion of the tuition costs for TAs/RAs with .25-.49 FTE appointments. The estimated tuition cost for students enrolling in 7 or more hours is \$2,653 per semester. If you applied for and/or received financial aid, acceptance of this assistantship may decrease your financial aid funding eligibility.

Please be advised that as an employee of ASU, you will be subject to Arizona Board of Regents Policy 6-908 relating to the ownership of intellectual property (see www.abor.asu.edu/1_the_regents/policymanual.index.html). ASU retains the right to retain ownership in intellectual property developed by its employees. Employees receive recognition for and share in the revenue of intellectual property with commercial value. The Arizona Technology Enterprises (AzTE) is responsible for the development and commercialization of intellectual property developed by ASU employees (see www.azte.com). As an employee, you have an obligation to disclose any intellectual property you create to AzTE.

New TAs are required to attend an Orientation and Training Program for Teaching Assistants and Associates. For more information please visit <http://graduate.asu.edu/tad>. The first pay period of the fall semester includes the hours spent at the TA orientation sessions. Failure to comply with orientation requirements may jeopardize eligibility for the Division of Graduate Studies awards programs and graduate appointments (e.g., travel grants, research awards and the assistantship).