

Draft Letter of Offer of Assistantship.

October 9, 2006

«AddressBlock»

«GreetingLine»

On behalf of the Department of Crop and Soil Sciences at the University of Georgia, I am pleased to make an offer of a graduate (RES/TCH) assistantship to you to support your work towards the (MS/Ph.D.) degree in our Department. This letter represents a formal agreement between you and the Department with regards to this assistantship, and if you decide to accept this offer, I ask you to sign the original copy of this letter in the space provided and return it to me, signifying your willingness to accept the terms of your employment, as specified below.

Your position as graduate (RES/TCH) assistant has been funded for the 2006 - 2007 fiscal year, to begin on (START DATE). Renewal for subsequent fiscal years will be based on your satisfactory performance, and the availability of funds (as described below). Your duties will include (DESCRIPTION OF DUTIES FOR GTA OR GRA). Your assistantship is described as 40%, which means you will spend approximately 16 hours/week on your assigned duties.

The annual rate of pay for this assistantship is (\$15,500 MS/\$16,500 Ph.D.); subsequent year funding of your assistantship is dependent upon 1) satisfactory annual evaluations of your research progress as documented by your major professor; 2) satisfactory performance of your assigned (TCH/RES) duties as evaluated by your faculty supervisor; 3) availability of (departmental/grant) funding in subsequent years; and 4) satisfactory academic performance (see below). Your assistantship may be terminated for any of the above reasons, but you may appeal such a result to the departmental Graduate Committee and the Graduate School if necessary. In general, students making satisfactory progress are awarded assistantships for 2 years (6 semesters) for the M.S. degree; and 4 years (12 semesters for the Ph.D.); funding beyond these time limits is at the discretion of your major professor and the Department Head. Please be aware, your paycheck will be paid to you at the end of each month.

Your major professor for your MS/Ph.D. research will be Dr. (MAJPROF), who will be responsible for advising you in course selection and directing your research. You will be expected to develop a research project in conjunction with your major professor and an advisory committee, which shall be chosen by the end of your (first, second) semester in residence at the University. (SPECIFY RESEARCH ARE/PROJECT HERE, **IF DESIRED**)

This offer of assistantship exempts you from payment of tuition for course work taken at the University; you will be responsible for student fees (approximately \$435/semester) covering transportation, health service, and athletic events while on the Athens campus.

You must register for at least 12 hours of course work or research hours per semester in order to remain eligible for this assistantship; you must maintain an overall grade point average of 3.0 (B) in order to remain in good academic standing with the Department and the Graduate School. Your course work will be planned in conjunction with your advisor and an advisory committee of faculty you select in coordination with your advisor. You will be responsible for adhering to all the requirements and guidelines of the Graduate School of the University, and of the Department of Crop and Soil Sciences, relating to your prospective degree; these

requirements are spelled out in the Graduate Bulletin and other documents available from the Graduate Coordinator of the Department.

Please be aware that you will need sufficient money upon arrival in August to establish electrical service or other utilities. Some apartments may require the first month of rent in advance along with a security deposit equal to the same. Therefore, you must have sufficient funds (U.S.) to pay these expenses in addition to costs for food and other essential items until receiving your first paycheck.

We look forward to the opportunity to work with you in furthering your education at the graduate level at the University, and hope you will accept this offer of assistantship as the first step in that process. Should you have any specific questions regarding this letter or our graduate program in general, please call Dr. Miguel Cabrera, our Departmental Graduate Coordinator, Dr. MAJOR PROF or myself.

Sincerely,

Donn Shilling
Professor and Department Head

Financial Award Information	
Assistantship stipend amount to be received: \$	
Assistantship percent time: _____%	
Period of award for which paychecks will be received: ____ 9 months ____ 12 months	
Beginning date (semester and year):	
Award is renewable under the conditions below:	
____ If satisfactory progress is made	____ If funding is available
	____ Not renewable

Please sign below to indicate your acceptance of this offer, and return to the Graduate Coordinator, Department of Crop and Soil Science, by **(Insert Date)**. Retain the enclosed copy of this letter for your records.

(Signature) (Date)

c: Miguel Cabrera (MAJPROR)