



Assistantship Assignment and Check-In Information - Fall 2025

From Baker, Kyle <Kyle.Baker@unt.edu>

Date Tue 05-08-2025 02:14

To Indukuri, Haeshitha <HaeshithaIndukuri@my.unt.edu>

Congratulations Haeshitha Indukuri,

You have been offered a position as a(n) Instructional Assistant (IA) for Fall 2025. When receiving your offer letter, please retain the form for your records.

The following events are mandatory and will require attendance.

- Check-In
 - o Who comes: TAs and IAs
 - o Date: 08/12-8/14
 - o Time: 8:00am – 5:00pm
 - o Location: Discovery Park, F201
 - o What to do: Check in once at the Department of Computer Science and Engineering front desk with your ID and collect a packet for the start of the semester.
- TA Training
 - o Who comes: TAs
 - o Date: 08/14 – 08/15
 - o Time: 1:00pm – 4:00pm
 - o Location: Discovery Park, K120
 - o What to do: Attend in-person training with your ID.

You have been assigned to a faculty supervisor. You are encouraged to reach out to your faculty supervisors regarding scheduling. Your assignment details are below:

- CSCE 4355 - 1 - Database Administration
 - o Supervisor: Steven Smith

§ Steven.Smith@unt.edu

Please note: some supervisors are temporary and will be changed at the start of the Fall 2025 semester. If the instructor for your assigned course is different from the supervisor listed above, please reach out to the instructor instead.

Please also complete the Employment Waiver to reduce the cost of tuition to in-state rates.

Below are instructions for the employment waiver.

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Please go to

<https://tgs.unt.edu/employment-waiver-request> to fill out your employment waiver.

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Note: if the employment data populated above is incorrect or did not populate, please indicate the correct information below:

Type your correct Supervisor's First and Last name:

Type your Supervisor's Email Address:

Type your correct job title:

This section will be for the name of the faculty member you are supporting. Your assignment is: Steven Smith, Steven.Smith@unt.edu

Your job title is .

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Dept. Admin Last Name:

Dept. Admin First Name:

Dept. Admin Email Address:

Typos or inaccurate information will prevent your request from routing properly. Please ensure the name and email address you type here is correct, otherwise, the form will not route to the Department Administrator.

This section is so the form routes to the appropriate party correctly.

Last Name: Newkirk

First Name: Chance

Email Address: Chance.Newkirk@unt.edu

If you do not spell the email correctly, your form will not be able to be processed.