

MIT Department of Electrical Engineering and Computer Science

STUDENT EMPLOYMENT APPROVAL FORM*

This form must be returned to the Student Employment Administrator at EECS Headquarters in 38-451 with SUPERVISOR SIGNATURE to have hours approved for payment. PRINT CLEARLY, PLEASE!

Type of Action: Activation ☒ Change: ☐ Termination: ☐ Start Date : _____

Student's Name: FENG MATTHEW ROI MIT ID No: 919039700
 Last First Middle

Student's Email: mattfeng@mit.edu Citizenship: USA If not U.S. give Visa Type: _____

Class year (G for grad student): 2 Position (circle one): Lab/Course Assistant | Grader | HKN Tutor | UTA | UG Tour Guide | UROP | Other

Associated Course 6 Number 6.006

Faculty/Supervisor Name: JASON KU

Student Signature: Matthew Feng Date: 09/06/2018

FACULTY/SUPERVISOR USE ONLY:

*Normal Approved Hours per Week: _____ Hourly Rate: _____ Supervisor email: _____

Check Appropriate Term: Fall _____ IAP _____ Spring _____ Summer _____

Faculty/Supervisor* Signature: _____ Date: _____

EECS USE ONLY:

Department No: _____ Time Group: _____ Cost Object: _____ G/L Account: _____

Comments: _____

Graduate Student data: RA/Dept.: _____; TA/Dept.: _____; Fellowship/Type: _____;

Other: _____ UG Lab Safety Training () Yes () No

HOURLY RATES	Freshman/Sophomore	Junior/Senior	Graduate Student
Undergraduate TA	\$25.00	\$25.00	-
Course/Lab Assistant	\$17.00	\$17.00	\$17.00
Tutoring Program	\$15.00	\$15.00	\$15.00
Problem Grader	\$13.00	\$14.00	\$15.00
UG Tour Guide	\$15.00	\$15.00	\$15.00
General Helper	\$10.00	\$10.00	\$10.00

*Supervisor and Student Employee PLEASE NOTE: We will use this form as a basis to approve hours for payment. When submitted time varies significantly from the normal work schedule, we will contact you for approval.

Questions? Contact: jarina@mit.edu. Updated as of 9/7/16