



The University of Oklahoma®

SCHOOL OF INDUSTRIAL AND SYSTEMS ENGINEERING

January 2nd, 2025

Dear Mr. Paul Okafor:

On behalf of the Data Science and Analytics Institute, the Graduate College, and the University of Oklahoma, we are very pleased to offer you an appointment as a Graduate Assistant. This letter provides a basic outline and provisions of your offer.

Your initial appointment will start on January 13, 2025, with a monthly stipend of \$2273. You will join the Ph.D. program in the Data Science and Analytics in the spring semester of 2025. All decisions about renewals depend on academic progress, job performance, and budgetary constraints. The primary purpose of your admission to the University of Oklahoma is educational in nature, and the invitation to participate as a Graduate Research/Teaching Assistant is meant to further the academic component of your graduate study. The stipend and tuition waiver are incidental to the educational aspect of your admission to the University of Oklahoma and are meant to help defray the costs associated with your admission.

The duties associated directly with your position will not exceed 20 hours per week, though the entire responsibilities of a successful graduate student will generally far exceed this amount. Your appointment will be under the direction of Dr. Talayeh Razzaghi. You will learn about the specifics of your duties near the beginning of the Spring 2025 semester. The DSA, and Dr. Razzaghi in particular, maintain high expectations for performance in the classroom, in research, in assistantship duties, and in contributing to the intellectual life of the institute and of the University of Oklahoma.

This assistantship is a Qualifying Graduate Assistantship (QGA). As long as you hold a QGA and are enrolled in an eligible program, you will receive a full tuition waiver covering up to the number of hours required for your degree. Tuition waivers do not cover fees, which you can estimate using this tool: https://www.ou.edu/bursar/tuition_fees/calculator.

The Graduate College Bulletin contains information about tuition waivers, the policies that govern your assistantship, and university resources available to graduate assistants: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#4>. Additional information is available at <https://www.ou.edu/gradcollege/cost-and-aid/graduate-assistantship>.

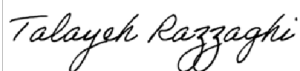
The assistantship provides medical insurance for you as an individual. Enrollment is available online. Graduate assistantships are subject to certain limitations, including enrollment requirements and maximum allowable hours. You must be enrolled in 5 credit hours minimum in the fall and spring semesters, and the functions associated with your assistantship may not exceed 20 hours per week without the approval of the Graduate College.



The Immigration Reform and Control Act of 1986 requires that you complete paperwork (Form I-9) verifying your identity and your eligibility to legally work in the United States on or before your first day of work. Please bring original documentation that establishes your identity and your right to work. OU participates in E-Verify and will provide the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's I-9 form to confirm work authorization.

To be eligible for this assistantship and the associated benefits, you must reside in the State of Oklahoma or be formally approved for remote work by OU Human Resources. Medical coverage cannot be provided to graduate students who reside outside Oklahoma. Coverage for eligible dependents is available at your own cost and will be payroll deducted from your paychecks that are issued from September through April. More information about dependent coverage can be found online at <https://ou.myahpcare.com/>. Please note that the IRS considers the Graduate College's payment of your individual coverage as a non-cash benefit, which makes it subject to income tax. You will see this non-cash benefit tax on your paychecks that issue September through April.

We invite you to join the University of Oklahoma, the Gallogly College of Engineering, and the Data Science and Analytics Institute. We are excited to offer you funding, we anticipate that you will have a rewarding academic experience at the University of Oklahoma, and we look forward to working with you to contribute to the scholarly environment in our program. We sincerely hope you will accept this appointment. If you have further questions, please feel free to contact Katelyn Scott-Grubb or Dr. Talayeh Razzaghi in the OU DSA.



Talayeh Razzaghi, Ph.D.
Assistant Professor
School of Industrial and Systems Engineering
Data Science and Analytics Institute
University of Oklahoma
talayeh.razzaghi@ou.edu

Useful web links:

OU Data Science and Analytics Institute, <https://www.ou.edu/coe/dsai>
Graduate College, <http://www.ou.edu/gradcollege>
Student Health Insurance, <https://hr.ou.edu/shp>
Financial Aid, <http://financialaid.ou.edu/>
International Student Services, <http://www.ou.edu/cis/iss>

Please sign below and return to indicate your acceptance of this offer by January 10, 2025.

Signature Line

Date