Information Science	5/10/2021
133310	Job ID: n/a
Shashidhar Reddy Daida	Job Code: 0811
11399488	Supervisor UNT ID: 10474775
Sd0656	UNT EIN: 75-6002149

Dear Mr. Daida:

It is my pleasure to offer you a Teaching Assistantship (TA) for the Summer 2021 semester in the College of Information at the University of North Texas. The Information Science Department is pleased to offer you this job as a Teaching Assistant, at a monthly rate of $661.11 for the Summer semester. Your total compensation for the Summer 10W term will be $1,983.33.

The Summer semester is May 10, 2021 – August 6, 2021.
Your job duties will be from June 1, 2021 – August 5, 2021.

You will be assisting with the following course(s).

10W: INFO 5810 – Data Analysis and Knowledge Discovery (25% FTE)

All graduate students should be aware of ongoing eligibility requirements for in state tuition, the tuition benefit program, and other programs that may impact individual situations.

New graduate students may be required to attend your college/school or departmental graduate student employment orientations, and/or meetings, if applicable. Your class duties will commence as soon as your background check and I-9 documents have been verified.

Requirements and responsibilities:

- Make satisfactory progress towards completing your degree while supported by your Major Professor.
- Perform satisfactorily in your assignment as confirmed by the Instructors of the classes to which you are assigned. Full time students normally take 3 courses per term and in addition have 10 hours per week of instructional duties, which may include a combination of assisting with laboratory instruction, grading, and other course-related tasks.
- Graduate students, whether domestic or international, who are employed in a salaried capacity that requires a graduate student status of at least 50% FTE Examination Results (QER) or a Course Load Exemption (CLE) with the Toulouse Graduate School.

- All new RA/TF/TA's whose first language is not English must provide verification from IELI (Intensive English Language Institute), confirming completion of English proficiency testing, as required by state law. Contact IELI at 940-565-2003 immediately upon your arrival to schedule your appointment for testing. Please provide Rochelle Sykes verification of appointment to begin the hiring process. Once testing is completed, provide Rochelle Sykes the final results. All new hires must submit final results within the first semester of employment for future employment consideration.

- At the end of the semester you and your Supervisor will fill out the "*Student Employee Self-Assessment Form*." This form will guide you both as you discuss and rate your job performance Supervisor feedback, comments, and scores, will be used to assess and determine potential future employment with the Department of Information Science as we transition into future semesters.

- The term of your appointment is for the Summer 2021 10W term. A specific work schedule will be discussed with your supervisor, and this appointment is contingent upon you being able to work the agreed upon 10 hours per week. Refer to https://www.unt.edu/catalog/ for a complete UNT calendar. Acceptance of this offer indicates that you agree to be available to work during all required times set forth by your Supervisor.

- There is a mandatory UNT Teaching Excellence Training for all NEW TA/TF/RAs. Visit https://clear.unt.edu/programs-initiatives/gstep to register. All student employees MUST attend this training within the first year of service to maintain eligibility. A copy of the completion letter must be provided to Rochelle Sykes at Rochelle.Sykes@unt.edu for consideration of future employment.

- All appointments are subject to budgetary approval, student enrollment, and any future appointments are contingent upon satisfactory performance of your assigned duties as well as maintaining a minimum of 3.0 GPA during this position.

- You will be required to complete any mandatory trainings that are may be implemented on or during your tenure of employment with the department. Failure to complete these required trainings will result in the termination of your employment and job record.

- Student staff are strongly encouraged to participate in, and contribute to departmental seminars and presentations. Therefore, you will be required to attend a minimum of 5 seminar/presentation during the course of the Summer 2021 term.

- If you are planning on being employed simultaneously by another department on campus, you must inform Rochelle Sykes *__before__* you commence any task or duties for the Department of Information Science.

This TA appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. **You will not be permitted to work at UNT without proper authorization and you will be responsible for providing the institution with verification that such authorization has been obtained on or before your first day of employment.** These documents will be reviewed and recorded on the Employment Eligibility Verification (I-9) form. If you are unsure of what documents are acceptable, please visit http://www.uscis.gov/sites/default/files/files/form/i-9.pdf. Should you become ineligible or

unavailable to continue your TA appointment at any time because of your immigration status, your employment may be terminated immediately in accordance with federal and state law and university policy.

Employment at UNT is contingent upon a satisfactory criminal history check. If it is determined that you require a criminal history background check, you will receive an email notification from Guardian Customer Support. UNT partners with Guardian to provide our Criminal History Background Checks electronically; please work with them to complete this process as soon as possible. If the results of the criminal history check indicate that you would be unable to successfully fulfill your responsibilities, you will be notified, and this offer will become null and void. In the event that the results of a complete criminal history check have not been received prior to beginning employment due to COVID-19, employment will be terminated in the event of adverse findings.

In accepting our offer of student employment, you acknowledge that your employment will be at-will on a semester-by-semester basis and that neither you nor any University representative has entered into a contract regarding the terms or the duration of your employment. Student employees may be dismissed due to changing institutional needs such as budgetary concerns, reorganization, position elimination, etc.

If you have any questions, I urge you to contact your chair, Dr. Jiangping Chen at (940) 369-5825, or the departmental administrative assistant, Mr. Dylan Brehm, at (940) 369-7188, or anyone in the dean's office, at (940) 369-8164.

This letter will serve as assurance of this institution's commitment to your appointment in accordance with the described terms. No previous written or oral commitment will be binding on the University except as specified in this letter.

Please respond to this offer by signing in the space provided below and returning it by Monday, May 17, 2021 to:

> Information Science
> University of North Texas, Discovery Park
> 1155 Union Circle #311068
> Denton, Texas 76203

OR You may also email your hand signed offer letter to: Rochelle.Sykes@unt.edu

I look forward to working with you in the upcoming Summer semester.

Sincerely,

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Dr. Jiangping Chen
Department Chair
Information Science

Acceptance:
I accept the offer as described in this letter and I agree to abide by the terms, as well as by all rules and regulations applicable to graduate students at the University of North Texas.

Signature: _____ Date: _____

Legal First & Last Name (printed): _____

Preferred US Phone Number: _____

Preferred Email Address: _____