

Tanav Jalan (ASU ID:)  
Student email: tjalan@asu.edu

**UGTA ASSIGNMENT INFORMATION:**

**INSTRUCTOR:** Haolin Zhu **INSTRUCTOR EMAIL:** Haolin.Zhu@asu.edu

**COURSE:** FSE150 **TITLE:** Grand Challenges for Engrg **CLASS #:** 76121 **DAYS:** TTh

**START TIME:** t1:30 PM **END TIME:** t2:45 PM **START/END DATE:** 08-18/12-02 **SESSION:** C **CAMPUS:** TEMPE **LOC:** TEMPE - ECGG101

**PAYMENT:** \$1000 **JOB Requisition #:** 77502BR

**MAXIMUM WEEKLY HOURS FOR POSITION:** 5 HOURS

**UGTA HIRING SPECIALIST:** Laura Bennett

**\*\***All general inquiries regarding the offer letter and hiring processes should be submitted by email to: [FultonUGTA@asu.edu](mailto:FultonUGTA@asu.edu).

Date: August 25, 2022

Dear Tanav,

Congratulations! You are being offered an Undergraduate Teaching Assistant (UGTA) position under Ira A. Fulton Schools of Engineering for the Fall **2022 semester**! We are excited to offer you this opportunity and are looking forward to working with you. This letter serves as your **offer** of employment. Submitting your acceptance of the Undergraduate Teaching Assistant position is the first step. To be fully hired for the position, you will need to complete the following actions:

**The following tasks must be done to be fully hired for the UGTA position:**

- Submit an application for the UGTA position through the Student Employment application at: <https://students.asu.edu/employment/search>. The Job Requisition # listed in your offer letter is the position to be applied.
- Complete the [New Hire packet](#) between **8/4/2022-8/23/2022**. All new hires and previous employees with more than 1 year lapse of employment with ASU are required to complete the New Hire Packet.
- Complete part 1 of 2 parts of the Form I-9 and create an in-person appointment by **August 23, 2022**. Begin the process here: <https://cfo.asu.edu/hr>. Follow instructions for Form I-9. Part 2 is your appointment to bring in your identification documents. This appointment may be after 8/23/2022. This is okay. If you are currently employed, you do not need to complete the I-9 form.
- Enroll into FSE201. Only for on-campus students enrolled in 12 credit hours or more. Instructions on enrollment will be sent separately.

Please read the following information:

1. Review your course assignment listed at the top of this letter. If the days/times no longer fit with your schedule or you are not able to accept this assignment or wish to decline the position, please email [Laura Bennett](#). **Please note:** the instructor assigned to your section is subject to change and dependent on the school/department. The most updated faculty assigned to your section can be found in the [class search](#).
2. Your undergraduate teaching assistant responsibilities begin on the first day of class and ends on the last day of class. Refer to the start/end dates listed above.
3. You will be expected to spend approximately five hours per week preparing for class, helping students, assisting the instructor in the classroom, and completing FSE 201 assignments. The FSE201 class is an online, 1 credit course; It is a requirement and is a P/F class.
4. All students offered a Campus or Hybrid UGTA position will be expected to be present in the *classroom, recitation and/or lab* to provide in-person support. Please discuss with your instructor the need to attend the lecture/lab/recitation in-person throughout the semester as this could vary. *This does not apply for iCourses or oCourses.*
5. All UGTAs enrolled full-time and are on campus are **required to enroll** into *FSE 201: Engineering Undergraduate Teaching Assistant* during the semester session they work as a UGTA. This is a one credit course. No tuition fees will apply. Additional information on how to enroll into FSE201 will be sent by email after position is accepted. This course is hidden from the catalog/class search.
6. **ALL UGTAs must complete all required training(s) as an ASU employee.** Human Resources will contact you by email to complete the training required when your Staff access in MyASU is given.
7. A one-time stipend will be paid on **December 16, 2022**. Refer to the **UGTA Assignment Information** regarding your stipend amount.
8. Covid Vaccine Requirement: Arizona State University is a federal contractor and subject to federal regulations which may require you to produce a record of a COVID-19 vaccination. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion's webpage at: <https://cfo.asu.edu/DEI>.

Please enter initials here \_\_\_\_\_ agreeing you have read page 1 of the offer letter. Contract terms of employment continued on page 2.

## **UNDERGRADUATE TEACHING ASSISTANT (UGTA) TERMS OF EMPLOYMENT**

Please initial next to each item below to indicate your understanding of the terms of your employment.

- \_\_\_\_ I understand that if I have questions regarding the offer letter contract, the UGTA position, or actions needed, I need to contact Laura Bennett.
- \_\_\_\_ I agree to complete the hiring process as outlined in page 1 of the offer letter and adhere to the listed deadlines as it pertains to my specific circumstances/role.
- \_\_\_\_ I understand that if I am no longer able to accept the UGTA position, abandon my role or cannot successfully meet the terms of the agreement, I will notify Laura Bennett and the professor immediately.
- \_\_\_\_ I understand my UGTA position begins on the first day of class and ends on the last day of class.
- \_\_\_\_ I agree to notify my assigned UGTA faculty instructor if I will be tardy or absent from class with as much notice as possible.
- \_\_\_\_ I understand the maximum hours I can contribute to the UGTA position is 5 hours weekly.
- \_\_\_\_ I understand that the (Campus or Hybrid) UGTA position will be expected to be present in the *classroom* to provide in-person support during the days/times the class is scheduled to occur. Only the professor of the class can authorize responsibilities to be performed outside of the class.
- \_\_\_\_ I agree to enroll in FSE 201 if I am an on-campus student enrolled in full-time.
- \_\_\_\_ If I am enrolled part-time and/or if I am a student in the ASUOnline program, I should not register in FSE 201 as tuition charges for the calls will be added. The UGTA Specialist will have you enrolled into FSE201 through Canvas.
- \_\_\_\_ I understand not successfully completing FSE 201 may impact my future eligibility for rehire into the UGTA program.
- \_\_\_\_ I agree to complete all training(s) as specified by my role(s) which include and may not be limited to: FSE201 assignment training, ASU Sync Classroom Technology training (as needed), the HR hiring training, FERPA, and Title IX training.
- \_\_\_\_ I understand there is a one-time stipend payment to be paid.
- \_\_\_\_ I understand if I have questions or concerns regarding the Covid Vaccine requirements, I can contact human resources at 1-855-278-5081.
- \_\_\_\_ I agree to notify my assigned class UGTA faculty instructor if I will be tardy or absent from class, with as much notice as possible.
- \_\_\_\_ I understand further information regarding my UGTA position, including commonly asked questions and enrollment into FSE201 will be received after acceptance of the position.

**Sign below to accept the stated terms. Upload page 1 and 2 [here](#) within 5 business days from the receipt date of the letter. Electronic signatures are acceptable.**

Full Name: \_\_\_\_\_ ASU ID: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature \_\_\_\_\_ Email: \_\_\_\_\_