ASU | Ira A. Fulton Schools of **Engineering**
Arizona State University

Academic and Student Affairs

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Tanav Tanav (ASU ID: 1222487006)
INSTRUCTOR: Amy Trowbridge   INSTRUCTOR EMAIL: Amy.Trowbridge@asu.edu
COURSE: FSE100   TITLE: Introduction to Engineering   CLASS #: 33396   DAYS: TTh   START TIME: t2:00 PM   END TIME: t3:50 PM
START/END DATE: 01-10/04-29 SESSION: C CAMPUS: TEMPE   LOC: TEMPE - ECGG140   PAYMENT: $1000   JOB #: 73519

January 11, 2022

Dear Tanav,

Congratulations, you have been selected to serve as an Undergraduate Teaching Assistant (UGTA) for the **Spring 2022 semester**! We are excited to offer you this opportunity and look forward to working with you throughout the semester. This letter serves as your **offer** of employment to work as a UGTA. **You must complete the following tasks to be fully hired for the UGTA position**:

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 (fultonugta@asu.edu) as soon as possible. ***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. This is your UGTA offer letter but does not guarantee the position. ALL UGTAs *must* also complete the following items:
    - Apply to the UGTA Job # listed above via the Student Employment Website: https://students.asu.edu/employment/search.
    - Upload/Submit your signed offer letter and terms of employment (pages 1-2) as a PDF to FSEUGTASL ACCEPT DOX.
    - International students without a Social Security Number, please email Laura Bennett to obtain a Social Security letter.
    - Complete the New Hire packet (new ASU employees.)
    - Complete Parts 1 and 2 of your I-9 (new ASU employees.)
    - Complete your W-4 and A-4 Tax forms. This will be found under your **Staff** button. **MyASU** > **My Employment** > **Tax Information.**

    For more information, please see the hiring process and section of the FAQ.

3. Your role as a UGTA begins on the first day of class and ends on the last day of class. Contact your faculty instructor within 5 days prior to the start of class to discuss your schedule and expectations for the semester. If class has begun, email the instructor immediately and plan to be present at work/attend the next class.

4. All students offered a Campus or Hybrid UGTA position will be expected to be present in the *classroom* and provide (in-person) support for the class, (e.g. labs, recitations) during the days/times the class is scheduled to occur unless otherwise approved. Please discuss with your instructor the need to attend the lecture/lab/recitation in-person throughout the semester to provide a face-to-face support for classes as this could vary. *This does not apply for iCourses or oCourses.*

5. UGTAs are **required to enroll** into *FSE 201: Engineering Undergraduate Teaching Assistant* during the semester session they work as a UGTA. Register for this class immediately upon accepting the UGTA position. This course is hidden from the catalog/class search. See the Frequently Asked Questions (FAQ's) for section numbers and steps to register. You must register by **January 11, 2021**. *If you are enrolled part-time and/or are a student in the ASUOnline program, do not register yourself. Please email Laura at: fultonugta@asu.edu to be enrolled into the FSE 201 course so as not to incur any additional tuition charges. Failure to register on-time for FSE201 may result in the termination of your position.*

6. **ALL UGTAs must complete all training(s) required**. The training includes: FSE201 assignment training**, ASU Sync Classroom Technology training (as needed)**, the HR hiring training, FERPA, and Title IX trainings. Please review the **FSE201 modules > Trainings section** in the FSE201 Canvas for the training items to complete.

7. 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.

8. Upon successful completion of the role requirements, you will be paid **a one-time stipend on May 6, 2022**. UGTAs assisting in a Session C course are paid a one-time stipend of $1,000. UGTAs assisting in a Session A or Session B course are paid $500 per session. Students who do not meet program requirements and/or fail FSE 201 will not be eligible for re-hire. *Please review FAQ and see terms of employment/program requirements for more details.*

9. All UGTA correspondence is sent via your ASU email address and/or posted to the FSE 201 Canvas site. It is important to check your email regularly, keep your inbox maintained, and check the Canvas site often.

10. Covid Vaccine Requirement- Under the recent executive order issued by President Biden requiring all employees of federal contractors to receive COVID-19 vaccinations, ASU expects all employees, including new hires, to be vaccinated unless they have an approved medical or religious accommodation. As of December 8, 2021, proof of vaccination will be required for all employees. 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 initial _____TJ_____ that you have read page 1 of the offer letter. Offer letter contract terms of employment continued on page 2.
         (insert initials)

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UNDERGRADUATE TEACHING ASSISTANT (UGTA) TERMS OF EMPLOYMENT

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

_TJ_ I agree to complete the hiring process as outlined in page 1 of the offer letter and in the FAQs, as it pertains to my specific circumstances/role. Including, uploading pages 1-2 of the UGTA offer letter, submitting the FSE and SEO application, completing the New Hire Packet (new ASU employees only), and parts 1 and 2 of the I-9.

_TJ_ I understand that the (Campus or Hybrid) Fall 2021 UGTA position will be expected to be present in the *classroom* and provide (in-person) support for some component of the class, (e.g. labs, recitations) during the days/times the class is scheduled to occur unless otherwise approved. Please discuss with your instructor the need to attend the lecture/lab/recitation in-person throughout the semester to provide a face-to-face support for classes as this could vary. *This does not apply for iCourses or oCourses.*

_TJ_ I understand that if I am an international student and do not currently possess a valid U.S. Social Security Number, I will email Laura Bennett (Laura.D.Bennett@asu.edu) to inform her a U.S. Social Security Number is needed.

_TJ_ I understand that if I am an international student and do not currently possess a valid U.S. Social Security Number, I must be able to collect the appropriate documents from ASU to present in person at the local Social Security office along with proof of all travel documents required. Laura Bennett will provide further instructions for students needing a social security number.

_TJ_ I understand that if for any reason, I have been subject to discipline or have been reported as having violated the ASU Academic Integrity Policy, I should immediately notify Laura Bennett. I also understand the UGTA program reserves the right to rescind the offer of a position at any time without pay due to having an AIP violation.

_TJ_ I understand that if I am enrolled part-time and/or if I am a student in the ASUOnline program, I should not register myself in FSE 201 so as not to incur tuition charges but should email Laura at: fultonugta@asu.edu to be enrolled into the FSE 201 course.

_TJ_ I understand that if I do not enroll into FSE 201 by the add/drop deadline as stated in the academic calendar, I will contact Laura at: fultonugta@asu.edu to be enrolled.

_TJ_ I agree to enroll in FSE 201, participate in class, and successfully complete the course with a passing grade. If I enroll late, I will contact my FSE201 instructor, Alicia Baumann to obtain extensions on class assignments.

_TJ_ I understand that not successfully completing FSE 201 could impact my future eligibility for rehire into the UGTA program.

_TJ_ I understand that I must be an enrolled undergraduate student in good academic standing with Fulton Schools of Engineering to be eligible to work as a UGTA.

_TJ_ I understand that if I abandon my position, unable to continue in my role or cannot successfully meet the terms of agreement, I should notify Laura Bennett and the faculty instructor. I also understand that the stipend payment may be a partial payment accordingly and/or I will no longer be eligible to receive my stipend according to circumstances as appropriate.

_TJ_ I agree to complete all training(s) as specified by my role(s) which include: FSE201 assignment training, ASU Sync Classroom Technology training (as needed), the HR hiring training, FERPA, and Title IX training. Please review the **FSE201 modules > Trainings section** for trainings to complete**.**

_TJ_ I agree to abide by all stated deadlines and due dates.

_TJ_ 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.
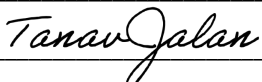
UGTAs enrolled in **19 units or more** must receive approval for an overload. Do you need an overload? ❑Yes ☑No

Do you need a social security letter for employment purposes? ☑Yes ❑No Do you have an **F-1** or **J-1** Visa? (Please email Laura)

Are you a part-time or online student (for enrollment into FSE201)? ❑Yes ☑No (Please also email Laura to be enrolled.)

Sign below to accept the stated terms. Upload page 1 and 2 to* FSEUGTASL ACCEPT DOX *within 5 business days from the receipt date of the

letter. Full Name: _____TANAV JALAN_____ ASU ID: ___1222487006___ DATE: ___01/11/2022___

Signature ___Tanav Jalan___ Email: ___TJALAN@ASU.EDU___

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UNDERGRADUATE TEACHING ASSISTANT (UGTA) FREQUENTLY ASKED QUESTIONS (FAQs)

TRAINING

Q: It's my first time being a UGTA/SL. What training do I need?
A: All UGTAs must complete the FSE201 assignment training, ASU Sync Classroom Technology training (as needed), HR hiring training, FERPA and Title IX training. 1. Please review the **FSE201 modules > Trainings** section in the FSE201 course and complete them as soon as you have access to the FSE201 Canvas materials.

Q: I am a returning UGTA. Do I need to attend training?
A: Yes, all UGTAs must complete the FSE201 assignment training, ASU Sync Classroom Technology training (as needed), HR hiring training, FERPA and Title IX training. Please review the FSE201 modules > Trainings section in FSE201 and complete them as soon as you have access to the FSE201 Canvas materials.

FSE 201 REGISTRATION & GRADING

Q: What is the FSE 201 class we have to enroll into?
A: FSE 201 is a required class all UGTAs (both new and returning) must take the semester/session they are working as a UGTA. This is a one-unit, online class. The course grading option is pass (Y) or fail (E). **You must be enrolled, complete all assignments and pass this class to be eligible for re-hire**.

Q: I am working as an UGTA and Section Leader, do I have to enroll into FSE201 for both positions?
A: No. You only need to enroll into the Section Leader FSE201 course. Refer to your Section Leader offer letter for FSE201 section numbers. If you would like to access the content available for UGTAs in FSE201, please email Laura Bennett.

Q: How do I enroll in the FSE 201 class?
A: **FSE 201 is not in the class search course catalog**. If you meet one of the criteria below, you will need to register for the appropriate course via MyASU by **January 11, 2022**. Click on registration > ADD/Shopping Cart > Add Class by Class Number. Enter Section number. Register before the add/drop deadline according to your session**. See image below.**

If you meet one of these criteria below, YOU MUST register for FSE201 before the add/drop deadline of January 11, 2022.

 All Campuses- In Person/Hybrid
 AZ resident enrolled in 7 credit hours or more.
 Non-Resident enrolled in 12 credit hours or more.

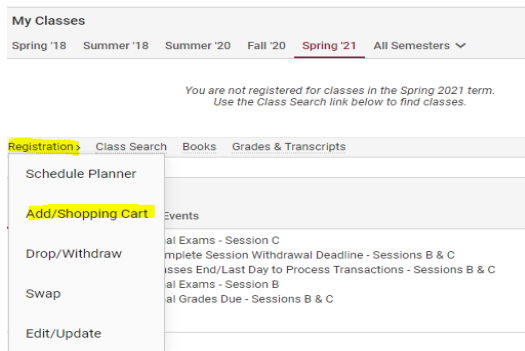**If you meet one of these criteria below, DO NOT register for FSE201. Notify Laura Bennett by email to enroll you.**

All Campuses- In person/Hybrid   ASUOnline
AZ resident enrolled in 6 credit hours or less.   All students enrolled in an Online degree program.
All Non-Residents enrolled in 11 credit hours or less.   .

Tempe Campus: # 15270
Poly Campus: # 15826

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Q: I am an ASU Online student. Do I need to enroll in FSE 201?
A: ASUOnline AZ Residents, Military residents and Non-Residents enrolled in 10 credit hours + must enroll themselves into FSE201. Otherwise, please email Laura Bennett (fultonugta@asu.edu) to be enrolled into FSE 201. While we will enroll you into FSE201, your participation and completion of the assignments are still required. The class will not be counted on your transcript.

Q: I am an on-campus student, but only enrolled part-time. Do I need to enroll in FSE 201?
A: This depends on your residency status. **If you are an AZ resident and enrolled in 7 credit hours or more, you should enroll into FSE 201. If you are a Non-Resident (out of state or international student) do not enroll in FSE 201.** We do not want FSE 201 to result in extra tuition charges on your account. You are required to participate in the course and complete the assignments. Contact Laura Bennett (fultonugta@asu.edu) to be enrolled into FSE201. You will be added to FSE 201 in Canvas. You must submit all required assignments and meet all terms of employment when enrolled through CANVAS. The class will not be counted on your transcript.

Q: I am in enrolled in 19 or more units. Do I need an overload, and/or should I submit a petition?
A: Students who are currently enrolled/taking **19 or more** units **must receive** an **overload** prior to registering, but **do not** need to submit a petition to add FSE 201. If you need an overload, please indicate this on page 2 of your offer letter and email Laura Bennett (fultonugta@asu.edu) **not your advisor**. We will notify you once the approval has been processed so that you may register for FSE 201.

Q: **I received my offer letter, and the instructor that is listed for the class is "staff" or the instructor name has changed from one instructor name to another. Is this correct, and how do I find who the actual instructor will be?**
A: Your offer letter will have the most updated instructor name that we have on record. The instructor assigned to your section is subject to change and dependent on the school/department. We have no influence over the schedule of who is teaching classes. The most updated faculty assigned to your section can be found in the class search: https://webapp4.asu.edu/catalog/.

HIRING PROCESSES & PAPERWORK

Q: What hiring processes must I complete?
A: All UGTAs must complete the following items:

1. Apply to the position Job # listed above via the Student Employment Website: https://students.asu.edu/employment/search.
2. Upload/Submit your signed offer letter and terms of employment (pages 1-2) as a PDF to FSEUGTASL ACCEPT DOX.
3. International students without a SSN, please email Laura Bennett to obtain a Social Security letter.
4. Complete the new hire packet (new ASU employees.)
5. Complete Parts 1 and 2 of your I-9 (new ASU employees.)
6. Complete your W-4 and A-4 Tax forms. This will be found under your **Staff** button. **MyASU** > **My Employment** > **Tax Information.**

Q: How do I apply for the position through the Student Employment Website?
A: All UGTAs must apply for the UGTA position via the student employee website: https://students.asu.edu/employment/search. Select the correct job number/requisition # (REQ#) according to your position and complete the online application as soon as possible. This number can be found at the top of your offer letter.

If you work as a UGTA on campus, in a hybrid course or in an iCourse, please apply to the regular UGTA job number. If you work as a UGTA in an online section, please apply for the online job number. The job numbers are:

- **UGTAs (Campus, Hybrid, iCourse, ASU Sync) – 73519**
- **ONLINE UGTAs – 73593**

Please be advised: Job requisition numbers for Fall 2021 will be terminated by HR shortly after Session B begins. Upon this happening, you will receive an email notification from the system your UGTA position has been terminated. Please disregard this email.

Q: I am going to be a UGTA but have another job on campus. Do I still need to apply?
A: Yes, you must apply for any position/employment that you hold.

Q: When Applying to the UGTA position through the Student Employment Website, do I need to submit a cover letter, resume, and three references when applying to the UGTA position?
A: Yes, yes, and yes! For your cover letter, you may type "I am applying for the UGTA position" into the text box. The ASU Career Guide is a helpful resource for creating a resume if you do not have one. Three separate references will be required for your application. However, we will not contact them. You may use anyone, but here is one option for your UGTA reference (if needed). See next page. **This reference is applicable for this job ONLY.**

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Alicia Bauman, Lecturer, GWC 380
PO Box 875506, Mail code 8109
Tempe, AZ. 85287
Ph: 480.727.6257, Email: ajbauma2@asu.edu

Q: How do I submit my signed offer letter and terms of employment, (pages 1 & 2)?
A: All UGTAs must upload pages 1 and 2 of their signed offer letter and terms of employment to <mark>FSEUGTASL ACCEPT DOX</mark>. Please upload your documents as one PDF, and label them as (**Last Name, First Name_UGTA_ Course_Section #.**) Digital/E-signatures are acceptable.

Q: What hiring paperwork must I complete? And when is it due?
A: New ASU employees need to complete the New Hire Packet, which includes part 1 of the I-9. You may complete Part 1 of the I-9 process online but documents verifying your identity need to be brought into the human resources office. Students who have worked at ASU, do not have to complete a New Hire Packet. However, if you have not received a paycheck in the last 30 days will need to submit an updated I-9.

All hiring paperwork (new hire packet & I-9) must be completed/submitted by:

- A and C Session **01/13/2022**
- B session **03/17/2022**

For Human Resources purposes, your official start date is the first day of class for your session. Session **A** and **C** start date is: **January 10, 2022. Session B** start date is: **March 14, 2022.** You may begin your New Hire Packet or I-9 documentation here.

Q: How do I submit my New Hire Packet and/or I-9 to the Office of Human Resources (OHR)?
A: As part of the hiring process, you are required to complete a New Hire Packet online (if never completed before) and to verify your identification using the I-9. Human Resources has now returned to in-person verification of your I-9 documentation. You may follow these steps below:

1. Complete the employee section of your I-9 by visiting this link.
2. Once you have completed the first part of your I-9, schedule an appointment to bring your documents into Human Resources. Click this link to book your appointment online at: https://outlook.office365.com/owa/calendar/OHR@arizonastateu.onmicrosoft.com/bookings/. You will not be automatically directed to schedule an appointment after completing part 1 of the I-9.

*Please note: If you are an international employee, you will need to have your Passport, Visa, I-94, and either I-20, DS-2019 or I-797.

Q: I am a student residing in the U.S. but not in Arizona. How do I complete the I-9?
A: Instructions on how to complete the I-9 process can be found here: https://cfo.asu.edu/hr.
- Under the heading Form I-9, click the link for "remote Form I-9 instructions."
- On the PDF document, click on "Equifax Form I-9 system." You will be directed to complete this part of the form online.
- Follow instructions given to schedule an appointment with one of our partners to verify your I-9 documentation.
- If you have any questions, please call the Office of Human Resources Monday through Friday from 8:00AM to 5:00 PM at 1-855-278-5081.

Q: I am an international student working on campus and I don't have a social security number. What do I need to do?
A: All international students must have a SSN to work as an UGTA. International students must contact Laura Bennett (fultonugta@asu.edu) for an Employment Offer Letter and to receive further instruction.

Q: I am an international student; can I work abroad from another country?
A: Due to recent changes in the Tax treaty Laws, we are unable to hire students to work as UGTAs who reside outside the U.S.. Please contact Laura with questions or concerns.

**Q: I have another job on campus, how many hours am I expected to work in this position?**
A: UGTAs spend about five hours per week preparing for class, working on FSE201 assignments and assisting a faculty member in the classroom or lab. The UGTA position counts for **five hours** per week toward the 25 hour per week maximum for student employees. With the exception of International students, who are allowed a maximum of 20 hours per week encompassing all positions at ASU.

Q: I am a benefits-eligible full- or part-time ASU staff member. Am I eligible to be UGTA?
A: The UGTA position is a student worker position, and no one may be employed at ASU as staff and student worker. Staff members may serve as a UGTA but must volunteer their time and will not be paid.

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Q: I have completed all the paperwork, and have applied to the position, but I still do not see the staff button in My ASU. Is there something wrong?

A: The staff button will appear in your My ASU approximately 10 business days after you have been processed through the HR system. We must verify you have submitted your signed offer letter and have applied to the position through the Student Employment Website first before your access will be authorized. Once the staff button appears, you will complete your A-4 and W-4 for tax purposes. Complete both forms to ensure appropriate tax withholding. **If you do not complete the tax section, the state/federal government will deduct the highest tax possible from your paycheck.**
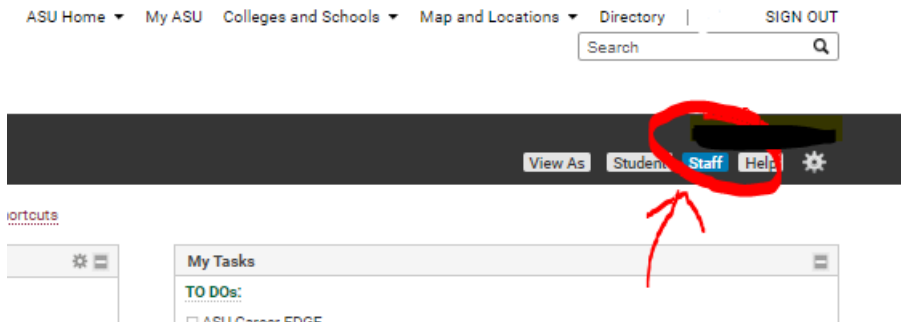
STIPEND PAYMENTS

Q: When will I receive my stipend payment and how much will it be?

A: The UGTA pay date is **May 6, 2022**. Upon successful completion of the role requirements, C Session UGTAs will be paid a one-time stipend of $1,000. A/B Session UGTAs are paid $500 per section. You will be paid a one-time stipend according to your role.

Q: Do I need to complete my tax withholdings? What happens if I do not?

A: Yes, every employee must complete their tax withholdings. The staff button will appear in your My ASU approximately 10 business days after you have been processed through the HR System. **This process begins within two weeks after your class session begins**. Once the staff button appears, you will complete your and W-4 for tax purposes. Complete both forms to ensure appropriate tax withholding. **If you do not complete the tax selections, the state/federal government will deduct the highest tax possible from your paycheck.**

Q: How do I ensure that I receive my stipend at the end of the semester?

A: Complete all of the following steps:

- Sign and upload your offer letter and terms of employment within 5 business days of receipt of the offer letter date to [FSEUGTASL ACCEPT DOX](#)
- Register for FSE 201 (per guidelines above) and successfully complete the class with a passing grade.
- Fulfill the expectations discussed with your instructor and outlined on your UGTA Contract.
- Fulfill and complete all required trainings.
- Fulfill all HR/Hiring processes as directed by us in your offer letter. This includes submitting your offer letter, applying to the position in SEO, completing New Hire Packet (new ASU employees only), and/or the I-9. Our office may post announcements in FSE 201 regarding HR related items.

Q: How do I receive my stipend? What payment options are there?

A: We encourage all students to enroll in direct deposit as soon as you have Staff access, which allows your paycheck to be automatically deposited into your personal bank account. More information about direct deposit is available at https://students.asu.edu/faq/233. For those who do not enroll in direct deposit, hardcopy checks will be mailed out to your mailing address you have on file in your MYASU profile. You will not be able to collect your check directly from us.