

Request for Graduate Assistant Appointment Outside Student's Primary Graduate Department



If an OUHSC student is not in an MS or PhD program, OUHSC Graduate College approval is not required.

The Graduate College Dean must approve Graduate Assistant (GA), Graduate Research Assistant (GRA), or Graduate Teaching Assistant (GTA) appointments when:

1. An MS or PhD student at OUHSC is seeking an appointment outside of their degree-granting program
2. A graduate student from OU-Norman is seeking an appointment at OUHSC

The hiring entity, student, and Graduate Program Director should submit this form to the Graduate College Business Manager. The work experience must be related to the student's degree program and career objectives.

1. TO BE COMPLETED BY HIRING DEPARTMENT

Student Name: _____ Student ID _____ Residency _____

Student's Graduate Program _____ Degree Plan _____

Mentor in academic program: _____

Appointment: _____ Start date of appointment: _____ End date (if known) _____

Hours per week as GA (min 10, max 20) _____

Stipend or salary to be paid \$ _____ per hour per month per year

Who will pay tuition and fees during this appointment? _____

Hiring Department/Organization: _____

Name of Hiring Supervisor: _____

JUSTIFICATION

Please type the information requested in the boxes provided below

1.1 A detailed description of duties and how they are related to the program of study or the student's career objectives.

1.2 Description of the purpose and scope of the project on which the student will work.

1.3 List of skills that will be developed or learned that are related to the graduate program or career objectives. Include measurable outcomes.

2. TO BE COMPLETED BY THE STUDENT

Enrollment during this appointment (course numbers and hours). **Attach a current transcript.**

Statement addressing how this experience will enhance your career objectives, including specific and measurable outcomes (i.e., professional presentations, publications, etc.).

Student's signature _____ Date _____

Hiring organization/department signature

Name	Title	Signature	Date
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3. TO BE COMPLETED BY THE GRADUATE PROGRAM DIRECTOR OR DEPARTMENT CHAIR

This signature indicates the approval of this student's GRA appointment outside the degree granting program/department

Name	Title	Signature	Date
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4. GRADUATE COLLEGE DEAN APPROVAL

- This appointment meets the HSC Graduate College's requirements and is approved.
- This appointment does not meet the HSC Graduate College's requirements and is not approved. Additional documentation is needed:
- This appointment meets the HSC Graduate College's requirements and is tentatively approved pending additional documentation needed for appointments of students with F-1 Visa status.

Signature	H. Anne Pereira, PhD, Graduate College Dean	Date
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