

DEPARTMENT OF COMPUTER SCIENCE -- COURSE ASSISTANT CONTRACT

PART A: Student Information

Name _____ JHED ID _____ (name-based)

JHED E-mail _____ Status? undergrad / grad

Semester _____ Course _____ Prof _____

Payrate \$ _____/hour or HEAD at \$ _____ per semester

Are you eligible for Federal Work Study funding? Yes / No

Expected hours/week as a CA _____ (actual hours may vary slightly)

If you have other active JHU employment, please specify here the number of hours per week for that position _____

**** IF YOU HAVE NOT WORKED FOR JHU IN THE PAST SEMESTER, YOU MUST ****
**** GO TO STUDENT EMPLOYMENT AND COMPLETE THE FORM I-9, EMPLOYMENT ****
**** ELIGIBILITY VERIFICATION PRIOR TO BEGINNING YOUR CA DUTIES. ****

PART B: Student Commitment

I hereby certify that I have read and understood the Ethics Code for Johns Hopkins University and the Academic Integrity Code for Computer Science, and that I will abide by them as I fulfill my responsibilities as a Course Assistant. I understand that this position will be terminated immediately if I fail to perform my duties in accordance with the deadlines and expectations imposed by the course instructor, or if my own academic studies suffer. **I am committed to the listed number of hours per week, including during reading and exam periods.** Any exceptions to this schedule are listed below and approved by the course instructor. If an hourly hire (non-head), I understand that I must submit weekly timesheets in order to receive my paychecks.

(Student signature)

(Date)