

DEPARTMENT OF COMPUTER SCIENCE -- COURSE ASSISTANT CONTRACT

**PART A: Student Information**

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Name \_\_\_\_\_ JHED ID \_\_\_\_\_ (name-based)

JHED E-mail \_\_\_\_\_ Status? undergrad / grad

Semester \_\_\_\_\_ Course \_\_\_\_\_ Prof \_\_\_\_\_

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

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**

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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)