

UIS Graduate Assistantship Program
Semester Work Schedule: FA _____ SP _____

Assistant's Name: _____ Assistant's UIN: _____

Assistantship Department or Program: _____

Designated Assistantship Supervisor: _____

Instructions: The work schedule must reflect **20 hours** of required work time each week. Please see the "Example" chart below; enter the agreed upon schedule in the "Actual" chart. **All signatures except the Graduate Assistantship Office Must be obtained before this document is submitted to the Graduate Assistantship Office (PAC 518).**

Important Note: *If an assistant works more than 5 consecutive hours in a given day, a lunch/dinner break of at least 30 minutes must be noted. This break time does not count toward the number of hours worked for the week. (The Tuesday time slot below provides an example.)*

Example:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------|--|----------------------------|----------------------------|----------------------------|
| 9:00 am – 2:00 pm | 10:00 am – 2:00 pm & 2:30 pm – 5:30 pm | 2:00 pm – 5:00 pm | OFF | 1:00 pm – 6:00 pm |
| 5 hours cumulative | 12 hours cumulative | 15 hours cumulative | 15 hours cumulative | 20 hours cumulative |

Actual: (please complete the chart below)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |
| | | | | |

Required Approval Signatures

The signatures below indicate that the Assistant and the Primary Assistantship Supervisor have discussed and agree to the work schedule above:

Signature of Graduate Assistant

Date

Signature of Supervisor

Date

Graduate Assistantship Office Approval

Signature of Graduate Assistantship Office

Date