



**DATE**

Dear **FACULTY MEMBER** and **STUDENT**,

We are delighted that you will be working together this term through a research assistantship (RAship). In order to enhance clarity and set expectations for both the supervisor and student, it can be helpful to clearly outline elements of the RAship at the beginning of each term. The purpose of this agreement letter is to ensure that all parties come to a mutual understanding of the expectations involved in the RAship. General expectations are as follows:

- The student is responsible for working on the assigned project for up to 20 hours per week during the coming term, and not beyond this term unless the RAship is renewed.
- The supervisor and student work together to ensure that RA responsibilities are being met.
- The RA supervisor is responsible for defining RA duties and directing the student’s work during the term of the appointment.
- The supervisor will be solicited for formal feedback as part of the yearly evaluation of students.
- Either the student or the RA supervisor can contact the Doctoral Program Director (DPD) to discuss any concerns that arise during the RAship.

**Responsibilities and Expectations of Student’s RAship** (describe relevant details, such as hours, frequency of meetings, nature of work, products to be produced, benchmarks and timeline):

Work 20 hours per week; specific days/hours if relevant

The RAship for the **Spring 2023** semester begins on **January 16** and ends on **May 31**.

The RA should initiate the process of filling out this form, confirming responsibilities and expectations with the RAship supervisor. The RA should submit completed copies to their supervisor and the DPD *no later than the end of the first week of work.*

Updates are not needed for minor and mutually agreed-upon changes over the course of the semester (e.g., shifting work times); however major changes in the RAship scope or expectations should trigger an updated agreement filed with the DPD. We hope that this agreement helps foster conditions for a productive and enjoyable research experience!

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Student

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Faculty Member

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Doctoral Program Director