Department of Anthropology | Stanford University
Department of Anthropology Student Informed Agreement, Department Funding

STUDENT INFORMATION

Student Name	SUID#
Email	Cellular Telephone
Faculty Advisor	Department Track
PhD Degree Program/PhD Minor (if any)	Department/Program
MA Degree Program	Department/Program
BA Degree Program	Department/Program

FELLOWSHIP

☐ Fellowship (FS): Fellowship stipends are financial aid, not salary. No service is expected in return for a fellowship; it is awarded on a merit basis to assist a student in the pursuit of a degree. Fellowship http://gap.stanford.edu/7-1.html and http://gap.stanford.edu/7-2.html and http://dor.stanford.edu/gfs/Sec2.html.

Graduate Aid at Stanford University, http://www.stanford.edu/dept/finaid/grad/aid/index.html

SALARY

☐ Time Sheet Acknowledgement: I agree to submit hours each pay period according to the information provided in the link below. I understand that failure to submit timesheets accordingly may be ground for employment termination.
http://www.stanford.edu/group/fms/fingate/staff/payemployee/quick_steps/enter_time_studentWorker.html

Assistants/Appointments for Salary
Graduate Student Assistantships are a form of student employment, earning a compensation package including both salary and tuition allowance (TAL) for the performance of research or teaching services to the University as part of the student's academic and professional training and development.
http://adminguide.stanford.edu/24_2.pdf and http://gap.stanford.edu/7-3.html and http://www.stanford.edu/dept/DoR/gfs/Sec1.html

There are various types of student assistants/appointments:

☐ Course Assistant (CA): a CA helps with course preparation and grading, holds office hours, maintains course websites, and may give an occasional presentation and meet with students. CAs do not receive University course evaluations. Only TAs associated with individual discussion sections will receive University course evaluations, not CAs.

The CA assists a faculty member who has primary responsibility for a course. Duties vary but do not include classroom teaching. Duties may include: assisting in the preparation of lecture materials and running laboratory sessions, conducting review sessions and grading exams, holding office hours, and monitoring or maintaining existing course web sites.

☐ Pre-doctoral Research Affiliate (PRA): a PRA makes an original contribution to a research effort of common interest to the student and research supervisor (advisor). An advanced Ph.D. student in one of these appointment categories: Humanities and Social Sciences who is engaged in research under the supervision of a faculty member; and, who makes an original contribution to a research effort that serves the common professional objectives of the student and supervisor.

☐ Research Assistant (RA): a RA works on a research project under the supervision of a faculty member.

☐ Teaching Assistant (TA): a TA has significantly more independence and responsibility than a CA. A TA leads one or more regularly scheduled discussion sections and holds office hours. The faculty member is the primary course instructor and awards grades. A TA receives TA course evaluations from the University for her or his section(s).

A TA has significantly more independence than a Course Assistant. The Teaching Assistant works with a faculty member who has primary responsibility for a course, or assists a group of students in several courses. Duties vary and may include: preparing for class sections and/or laboratories where new material may be presented, presenting material in classroom or lab setting, marking and/or grading some portion or all of the exams or papers (but not independently assigning the final grade), and holding regular office hours.

☐ Teaching Affiliate (TF): a TF is an advanced graduate student with substantial teaching experience and has full responsibility to deliver a course under the mentorship of a faculty member. A TF awards the final grade and is listed as the primary instructor for the course. A TF may be assigned a TA or a CA if the course is eligible. A TF receives instructor course evaluations from the University. TFs are usually hired to teach required or popular SUSE courses when a faculty member is on sabbatical.

A Graduate TF is a teaching appointment limited to graduate students who have had substantial teaching experience. The Graduate Teaching Affiliate will typically be identified as the Instructor in Stanford publications, and will have primary charge and responsibility for the course (with the mentorship of a faculty member). Responsibilities for the class typically include: preparation, teaching, grading, holding regular office hours, etc., in keeping with the established practices of the department; in some cases Graduate Teaching Affiliates have full responsibility for a course where the content is defined by a faculty coordinator; in other cases, they will develop course materials independently with the guidance of a faculty mentor for a course that has been approved by the department/program in which it is offered.

Employment/Salary

Student employees (ie student assistants and affiliates; or, students reporting timesheet hours worked) must meet several requirements before receiving a paycheck. Students must be registered in any quarter in which salary is received (including summer), make suitable academic progress, and maintain good standing in the University. In certain circumstances, there can be allowable exceptions.

Work performed for the period of the 1st to the 15th of a given month is paid on the 22nd (same month); and, work performed for the period of the 16th through the 30th (31st) is paid on the 7th of the following month. Student appointments follow a standard quarterly schedule (listed below) with the exception of Graduate Financial System entries for either affiliateship or assistantship money entered as an 'alternate quarter payment'. In this case, payments are made one pay period earlier:

Standard Quarter Appointment Span		First Check	Last Check
Autumn	Oct 1 - Dec 31	Oct 22	Jan 7
Winter	Jan 1 - March 31	Jan 22	Apr 7
Spring	Apr 1 - June 30	Apr 22	July 7
Summer	July 1 - Sept 30	July 22	Oct 7

Alternate Quarter Appointment Span		First Check	Last Check
Autumn	Oct 1 - Dec 31	Oct 7	Dec 22
Winter	Jan 1 - March 31	Jan 7	Mar 22
Spring	Apr 1 - June 30	Apr 7	June 22
Summer	July 1 - Sept 30	July 7	Aug 22

☐ Time Record of Hours Worked http://www.stanford.edu/group/fms/fingate/staff/payemployee/quick_steps/enter_time_studentWorker.html

-Undergraduate http://adminguide.stanford.edu/24.pdf

-Graduate: Hourly Employment Through Payroll — Graduate students may be employed and paid for work unrelated to the student's academic and professional training. Such employment is not considered an assistantship appointment, does not generate tuition, and is not processed in GFS.

Work in Addition to Assistantship/Affiliateship Appointments

To preserve the focus on the student's academic progress, Stanford University limits the amount of additional employment that any enrolled student may have while holding a 50% assistantship appointment. The paragraphs below reflect both Stanford requirements and U.S. immigration regulations related to student visas. In these paragraphs, the quarter is defined as starting on the first day of classes and ending on the last day of final exams, as defined by the University Calendar or the published calendar of the involved School. The following limits do not apply to the period between quarters, as defined by the appropriate academic calendar. (The quarter period is different from the RA's or TA's pay periods, as the standard "start" and "stop" dates for assistantships are intended to pay the student continuously including breaks between quarters.) Individual schools and departments may have stricter policies related to additional employment.

a. Limit on Hours for U.S. Students — During Autumn, Winter and Spring quarters, students on 50% time assistantships may not be employed more than an additional eight hours a week inside Stanford and/or outside of Stanford; those eight hours cannot be in other assistantship positions.

b. Limit on Hours for International students — Students on F-1 and J-1 visas are limited to a total of 20 hours of employment on campus per week, including their assistantship appointment(s) during any quarter in which they are fully enrolled. For further information regarding regulations for students with F-1 and J-1 visas, contact Bechtel International Center, http://icenter.stanford.edu/students/current/employment_oncampus.html.

RESOURCES

- ☐ For Faculty and Staff, Student Hiring http://www.stanford.edu/dept/finaid/faculty_staff/index.html
- ☐ I 9 Verification form, Employment Eligibility Verification http://studentaffairs.stanford.edu/sites/default/files/resed/files/i-9.pdf and http://www.stanford.edu/group/fms/fingate/staff/payadmin/quick_steps/collect_submit_I9.html
- ☐ For Permanent Residents, a Resident Alien Identification and Tax Considerations http://studentaffairs.stanford.edu/sfs/tax/overviews-residents
- ☐ For F1/J1 Visa holders, a Passport, Visa and Current I 20/DS-2019 http://icenter.stanford.edu/quick_reference/visa_info.html
- ☐ For US National Students and Resident Aliens, Tax Considerations http://studentaffairs.stanford.edu/sfs/tax/overviews-residents
- ☐ For Foreign National Students Teaching Assistants, TAOK Screening http://studentaffairs.stanford.edu/gradadmissions/admitted/assistantships
- ☐ For Foreign National Students, Obtaining a Social Security Card http://icenter.stanford.edu/quick_reference/soc_sec.html
- ☐ For Foreign National Students, Claiming Tax Treaty for Fellowship payments http://www.stanford.edu/group/fms/fingate/staff/taxcompliance/quick_steps/claim_taxTreaty_fellow.html
- ☐ For Foreign National Students, Tax Considerations for Non-resident Aliens http://studentaffairs.stanford.edu/sfs/tax/overviews-non-resident
- ☐ For Foreign National Students, Determining residency http://studentaffairs.stanford.edu/sfs/tax/overviews-residency
- ☐ Tax Data for Documentation of Withholding, the W 4 form (online) http://studentaffairs.stanford.edu/sfs/tax/steps-declare
- ☐ Enrollment Requirements http://www.stanford.edu/dept/registrar/bulletin/4903.htm and http://gap.stanford.edu/3-1.html
- ☐ Multiple Jobs in a Quarter http://gap.stanford.edu/7-3.html
- ☐ Direct Deposit http://www.stanford.edu/group/fms/fingate/students/universbill/quick_steps/enroll_direct_deposit.shtml
- ☐ Payroll Deduction http://studentaffairs.stanford.edu/sfs/bill/resources-payroll http://studentaffairs.stanford.edu/sfs/bill/overviews-payroll-deduction
- ☐ The Mail Code https://www.stanford.edu/group/ic/cgi-bin/drupal2/node/450
- ☐ Funding and the Mailing Address http://studentaffairs.stanford.edu/sfs/bill/overviews-payment and http://studentaffairs.stanford.edu/registrar/parents/ferpa

CHECKLIST

- ☐ I9
- ☐ I94
- ☐ I20
- ☐ Visa
- ☐ Passport
- ☐ Direct Deposit
- ☐ Confidentiality Agreement
- ☐ Disclosure of all current funding sources