

**GTA Work Contract**

Department of Retail, Hospitality & Tourism Management

Student's Name: \_\_\_\_\_ Term/Year: \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Course: \_\_\_\_\_

Class Meeting Time(s): \_\_\_\_\_

Student's GTA Hours: \_\_\_\_\_

**Section 1: Expectations of GTA Responsibilities**

The faculty member's expectations for the GTA's responsibilities include responsibilities to students, attending lecture, lab responsibilities, and grading.

**Section 2: GTA's Expectations for the Assignment**

The GTA's goals and expectations include preparation for teaching a future course, guest lectures, learning the course material, and time management.

*I understand and agree to the expectations and responsibilities delineated above.*

\_\_\_\_\_  
Graduate Assistant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

**Please submit the completed form to Marcia Lane by the second week of the semester.**