



**Computer And Information Science
Penn Engineering**

Approval for Course Lab/Technical Assistant Position for Spring 2008
Submit completed/signed form to CIS/ESE Business Office, Towne 293

Student Name

email address

Undergraduate Graduate

Circle one

Advisor

The above student is applying to be a paid lab assistant in _____
during the Fall 2007 semester. (Class)

This student will provide lab/technical assistance for this class for _____ hours
(maximum) per week. The pay rate is \$15/hour*. Students should not work more
than 10 hours per week. *Approval of the CIS Graduate Group Chair is needed for
students working more than 10 hours per week.*

*Timesheets must be submitted on a WEEKLY BASIS and be signed by the
instructor or designated course personnel.*

Student Signature

Date

APPROVAL:

Course Instructor Signature

Advisor Signature

CIS Graduate Group Chair Signature *(if working more than 10 hours/week)*

International students should check with OIP re: employment regulations.

*Lower rates may be applicable within SEAS guidelines subject to instructor request:

(SEAS salary range guidelines on next page.)

SEAS GUIDELINES

Title	Duties	Salary Range
Grader	Grading homeworks, exams, etc.	\$10.00/hr - \$12.00/hr
Paid Teaching Assistant	Course & teaching assistance, grading.	\$14.00/hr - \$16.00/hr
Research/Course Lab Assistant	Provide course lab/technical assistance.	\$ 8.00/hr - \$15.00/hr