COLLEGE HOUSES AND ACADEMIC SERVICES
COLLEGE HOUSE GRADUATE ASSOCIATE
Academic Approval Form for 2016 - 2017

In order to be appointed as a Graduate Associate (GA), an applicant must be an enrolled full-time graduate or professional student in a degree-granting program (or be in dissertation or comparable status), and must be in good standing at the University of Pennsylvania.

Although the GA role somewhat varies across the College House system, all GAs have responsibility for the development of cohesive, supportive College House communities. The programs GAs offer focus on making all residents informed, active participants in the academic and the co-curricular life of the University. As leaders in their respective Houses, GAs are involved with New Student Orientation activities, advising, academic programming, event planning, inter-house communication, on-call duty, crisis and emergency response, and other duties depending upon the specific College House. Each week requires on average 15-20 hours of time, predominately during evenings and weekends.

The GA appointment commences with the first day of Staff Orientation, on Saturday, August 13 through August 22, 2016. During this period the Graduate Associate is heavily scheduled with Staff Orientation activities. Although some limited accommodation can be made for academic commitments during this period, as a rule they **MUST** attend all sessions of Staff Orientation. From August 23 through August 30, when undergraduate classes begin, Graduate Associates are still quite active assisting with student move-in and guiding first-year residents through New Student Orientation.

To ensure that GAs and their academic departments have a shared understanding of the demands of the position (including Staff Orientation), appointed GAs are asked to discuss with their Chair/Advisor the potential impact of this position on their academic progress and any financial support they may be receiving.

Graduate Associate: Please complete the first section of this form and request that your Graduate Chair/Faculty Advisor review the section below; then return the completed form to the House that has offered you a position before accepting that position.

Name of Applicant: _____

School: _____

Program: _____

Anticipated Graduation Date: _____

Graduate Chair/Faculty Advisor: Please meet with this student and complete the following.

This student will be full-time during the 2016-2017 academic year.	**Yes**_____	**No**_____
This student is currently in good academic standing.	**Yes**_____	**No**_____
I have informed the student of any impact that accepting this role will have upon their financial package provided by the Department	**Yes**_____	**No**_____

Please indicate date(s) student must be on campus for academic reasons (orientation, classes, internship, interviews) that could conflict with staff orientation and opening activities described above. _____

_____

Please indicate whether you support this student's appointment as a Graduate Associate for 2016-2017, based upon your understanding of the Graduate Associate position and your department's requirements. **Yes**_____ **No**_____

For more information, please view the GA contract at http://www.collegehouses.upenn.edu/sites/www.collegehouses.upenn.edu/files/GA-Contract-2016-17.pdf, or contact the Director of Upper Class Houses and Paraprofessional Staff Selection, Rick LaRosa (rlarosa@upenn.edu).

Department Chair/Academic Advisor: _____

Title: _____

Signature _____ **Date**_____