

## Acknowledgement of Leave and Teaching/Instrument Assistant Duties

*Instructions: Please read the agreement, have all appropriate people sign the agreement, and return to Kim Mollere in the Graduate Studies Office, 113 Choppin Hall.*

As a Teaching/Instrument Assistant, you are required to be available each semester from **one week before classes start** to the **deadline for final grades (non-degree candidate)**. For dates during specific semesters, please consult the Graduate School calendars ( [www.lsu.edu/graduateschool/calendars.php](http://www.lsu.edu/graduateschool/calendars.php)). For example, December 13<sup>th</sup> is the deadline for final grades for Fall 2017 and Jan 3<sup>rd</sup> is one week before classes start in Spring 2018.

By signing this agreement, I acknowledge that I am taking leave during the time I am required to be a Teaching/Instrument Assistant, and I take full responsibility for my assigned duties during my absence, even if unforeseen consequences alter the date of my assignments or postpone my return. Once all have signed, you must turn the form into the Graduate Studies Office in 113 Choppin Hall for filing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dates absent: \_\_\_\_\_

Course Instructor or Facility Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Undergraduate Lab. Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Studies Approval: \_\_\_\_\_ Date: \_\_\_\_\_