

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN



School of Music
1114 West Nevada Street
Urbana, IL 61801

May 14, 2018

Dear Ting-Yu Yang,

I am pleased to offer you a 25% Teaching Assistantship for the 2018-2019 Academic Year with an appointment period of August 16, 2018 through May 15, 2019. The minimum guaranteed stipend rate for the assistantship we are offering you for 2018-2019 is approximately \$949.84 per month. This offer includes a full tuition waiver and a waiver of several fees, along with partial payment of the health insurance fee and basic dental and vision insurance coverage. For full details, see point 3.b at: <http://www.grad.illinois.edu/gradhandbook/2/chapter7/tuition-waivers>. You are responsible for the remaining fees for which you are billed. For additional information on the tuition and fee assessment system at Illinois, go to <http://registrar.illinois.edu/financial/tuition.html>.

The duties connected to this appointment include teaching applied lessons, playing in Conducting Ensemble and Illinois Modern Ensemble, and other duties as assigned by your supervisor. The School of Music reserves the right to modify your work assignment based on enrollments, as well as for curricular and other business purposes. Your supervisor will be Michael Cameron in the Strings Division, who will provide detailed information about your assignment.

Professor Michael Cameron will expect you to be on campus from August 16, 2018 through May 15, 2019. Any early departure from campus, late arrival to campus, or absence from campus during the period listed above, *must* be approved in advance with your supervisor. If approval is granted, you must inform the School of Music Human Resources Office within two business days by email to somhrteam@illinois.edu or by letter. Supervisors cannot approve alternative dates because you have already booked your travel. Thus, you should make your beginning and end-of-semester travel plans accordingly.

Non-native English speakers, as a condition of holding this assistantship, must receive a passing score on an oral English proficiency exam. Failure to obtain a passing score will disqualify you for the Teaching Assistantship position. You must inform the School of Music within two business days by email or letter if you do not obtain a passing score.

International students in **F-1 status**, may work up to 20 hours per week during the academic year and full-time during school vacation periods. Total employment from all sources cannot exceed 20 hours per week during the academic year.

International students on a **J-1 visa**, may accept employment under certain circumstances. In all cases, your J-1 program sponsor must authorize your employment. You will need to provide us with the letter from the sponsor for each job prior to starting work. If you are uncertain about your J-1 program sponsor, refer to Item 2 on your DS-2019; your J-1 program sponsor is listed there.

This position is subject to a collective bargaining agreement between the Board of Trustees of the University of Illinois and the Graduate Employees Organization covering wages, hours, terms and conditions of employment, which may be found at <http://www.ahr.illinois.edu/Grads/index.htm>. Pursuant to this agreement, appointment and contact information related to your employment will be forwarded to the GEO each term in the absence of suppression under the Family Education Rights to Privacy Act (FERPA).

If this will be your first time working at the University, you will need to complete electronic New Hire forms. An email with instructions for how to access the electronic forms will be sent to you. In order to complete one of the required documents, the Employment Eligibility Verification (I-9) Form, you will be required to present original/unexpired documentation to prove your identity and work authorization to a representative in the unit when you arrive on campus. Our Human Resources office will work with you to determine the appropriate method for completing the I-9. **It is unlawful for you to start work until you have completed Section 1 of the I-9.** Therefore, the start date listed above is contingent upon the timely completion of the I-9 form.

PLEASE INITIAL: _____

AS A CONDITION OF THIS OFFER, YOU ARE REQUIRED TO DO THE FOLLOWING:

1. Provide written notice at least 14 days in advance should you be required to resign this assistantship.
2. To receive and hold an assistantship, a student must maintain good academic standing and register no later than the 10th day of classes for a minimum course load of 8 hours per semester. In the fall and spring terms, students receiving assistantships must be registered for the semesters of appointment. For more information on assistantship policies and tuition and fee waivers, please refer to the Graduate Handbook which can be found on the Graduate College website at <http://www.grad.illinois.edu/gradhandbook>
3. A student is not permitted to enroll in a course in which he or she is a teaching assistant—this includes enrolling in ensembles that the student is required to participate in as part of his or her assistantship.
4. All new teaching assistantship must attend a mandatory training orientation in August. Details of the orientation will be sent in the near future. You must attend this orientation or you will forfeit this appointment.

Please confirm your intent to accept or decline this assistantship assignment by initialing page 1, signing below, and returning this letter no later than May 15, 2018. If this document is not received by the 15th, we will consider your response to be a declination of this offer. Please notify us immediately should you accept this award and a change in your plans prevents you from accepting this position. Your assistantship is an opportunity to build experiences that enrich your studies and competitiveness for future employment.

Sincerely,



Angela Tammen, DMA
Admissions and Public Engagement Director

Email: musicadmissions@illinois.edu

“Do Not Cut”

NAME: Ting-Yu Yang **SIGNATURE:** _____ **DATE:** _____

CHECK ONE AND RETURN BY MAY 15TH, 2018:

I accept this offer and conditions outlined above: _____

I decline this offer: _____