



Cornell University

College of Agriculture and Life Sciences
Department of Natural Resources
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May 15, 2008

Mr. Alexey Kudryavtsev
Natural Resources
Fernow Hall
Campus

Dear Alex:

I am pleased to tell you that you have been awarded a teaching assistantship in the Department of Natural Resources for the Fall semester 2008. Your teaching assistantship will be for NR 4340 with Professor Lassoie. You are expected to begin your assistantship on August 16, 2008, and finish on December 31, 2008. Please note that your teaching assistantship begins before classes start and ends after final exams.

Duties and responsibilities of this assistantship include: attending all classes, running sections, holding office hours, grading materials as assigned by the instructor, and other duties as assigned by the instructor. This assistantship assignment to this specific course is subject to change due to unforeseen circumstances (e.g., fluctuations in the pattern of funding, course enrollments, curriculum needs, illness/absence of instructor). You will be notified promptly of any changes.

This assistantship requires an average of 15 to 20 hours per week. You will arrange the allocation of this time with Professor Lassoie. During peak periods such as examinations, finals, and other busy times of the semester, the assistantship may entail extra hours, with compensating adjustments made at other times.

This assistantship includes a fellowship award for tuition, fees and health insurance, and a stipend of \$10,355 for the 4.5 month period. You will be responsible for payment of a small graduate student activity fee. The Cornell student health insurance plan provides coverage from August 16, 2008 through December 31, 2008. Individuals who leave the university or are not funded by the university during the spring semester must pay the health insurance premium for that semester (\$769).

You will be paid on a semi-monthly basis, usually on the 15th and on the last day of each month. The first check will be available on August 31, 2008. Cornell encourages students to take advantage of direct deposit. Please see Ellen Harris in 118 Fernow to make arrangements. All assistantship stipends are subject to state and federal taxation. The tuition fellowship portion of the award is not taxed.

Continuing funding is contingent upon academic performance constituting good standing in the graduate field and satisfactory performance in any teaching or research assignments, as defined by the Field of Natural Resources. You must reapply for your assistantship each year. Your renewal will depend upon your progress in the program and performance as a teaching assistant as determined by the field, as well as departmental needs, assistantship availability, and completion of all requirements including the professional development workshop. Financial support is also dependent upon the continued availability of funding. Teaching assistant assignments to specific courses may be changed by the Chair of the Department in order to accommodate the multiple needs of instructors and courses in the department. If it becomes necessary to reassign you, you will receive written notification of the change.

If you accept this appointment and its conditions (please consult University Policy 1.3, Graduate Student Assistantships or Director of Graduate Studies, Cliff Kraft for further detail), **please sign and return a copy of this letter no later than Friday, May 30th** to Erin Kelly, in 118 Fernow Hall. Assistantships uncommitted after the above date will be made available to other graduate students.

Please contact Professor Lassoieas soon as possible to discuss plans for the course so that you can have a common understanding of assistantship requirements.

If this is your first appointment at Cornell, please see Ellen Harris in 118 Fernow Hall, to complete paperwork required for your appointment including Employment Eligibility Verification Form I-9 (you will need to bring either your passport or two forms of identification such as a valid driver's license, original Social Security card or birth certificate), IRS form W-4, benefit forms, patent agreement. **Please do this before the first week in August.**

Congratulations on being selected for this assistantship. We look forward to having you as a member of our team. If you have any questions, feel free to contact me at 607-255-2822. I look forward to hearing from you soon.

Sincerely,



Marianne E. Krasny
Chair and Professor

Cc: J. Lassoie, M. Krasny, S. Gould, File

Accepted:

Signature and Date