

# Teaching Fellowship Public Health 2017-2018 Appointment Form

Name:			
<i>Last</i>		<i>First</i>	
Student ID Number:		Dept:	Phone #:
Birthdat		Email	
Status (Check One):	MPH <input type="checkbox"/>	PhD <input type="checkbox"/>	Student <input type="checkbox"/> MS Student <input type="checkbox"/>
	MD/PhD <input type="checkbox"/>	Joint MPH Student <input type="checkbox"/>	
	Other <input type="checkbox"/>	Specify:	
Other Yale (if none, leave blank)	Casual <input type="checkbox"/>	Specify department:	
	Training Grant <input type="checkbox"/>	Specify name of Grant:	
Have you ever been paid by Yale? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If so, please specify where		and when	
Direct Deposit of checks in encouraged. (if you do not have direct deposit set up but would like to, please complete a direct deposit form and return to Melanie Elliot or complete form on-line) Please allow at least 2 pay periods for your check to be direct deposited. If you <u>do not</u> plan to use direct deposit, please check here <input type="checkbox"/> You are responsible for picking up your check each pay period. Checks are not mailed to students.			

## TEACHING FELLOWSHIP ASSIGNMENT

COURSE #	COURSE NAME	CRN	FACULTY

Specific Duties:

## LEVEL OF TEACHING FELLOWSHIP ASSIGNMENT

Level	Indicate whether this will be a paid fellowship or used towards PhD teaching requirement	Hours per week	Teaching Rate
<input type="checkbox"/> Level 10	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid (Requirement for PhD)	6-10 hours/week	\$4,000/semester
<input type="checkbox"/> Level 20	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid (Requirement for PhD)	11-20 hours/week	\$8,000/semester

## APPROVALS

<b>Student's Advisor</b>	<b>Faculty Instructor</b>
Current with all academic requirements: Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Instructor of course student is hired to serve as a Teaching Fellow</b>

Please drop off this completed form to (and other documents listed below)  
Melanie Elliot (47 College St., Suite 108).

Payroll processing cannot take place until this form is completed & returned.

You must also complete the following forms: (1) CT State Tax Form; (2) Federal Tax Form; (3) Direct Deposit Form (4) I-9 Eligibility to Work in U.S. Form; These forms are necessary only if you have not previously worked at Yale University. Please go to [www.yale.edu/portal](http://www.yale.edu/portal) and log onto the "MY PAY AND INFO" link to complete forms 1,2,3. The I-9 Eligibility form must be completed in person with appropriate Identification (passport or birth certificate & photo ID)