

PAID EXTRA EMPLOYMENT APPLICATION FORM
Psychology Master's Graduate Students St. Petersburg

The philosophy of the Office of Graduate Studies and of the Department of Psychology is that graduate assistants with a full-time course load should not pursue outside employment. However, we recognize that there may be circumstances in which minimal additional employment is beneficial to students and may not interfere with their progress in the program.

Any additional employment, regardless of setting, must be approved by the department and university. This form applies to students who receive any type of financial support through USF and who wish to take on additional paid employment during the term of their appointment. Such employment includes both short- and longer-term jobs, hourly and salaried jobs, jobs both inside USF and outside in the community and at other institutions, and psychology and non-psychology positions.

The aim of this approval process is to protect time for graduate student research and progress in the program, aid the equitable distribution of department resources for as many graduate students as possible, make certain that our undergraduate students receive the quality education they deserve, and maintain compliance with university rules and regulations and the Collective Bargaining Agreement between USF and GAU. Failure to receive written permission for additional employment may result in termination of USF employment (and thus tuition waivers and insurance), lower priority for future financial support from USF, and loss of good standing in the program.

Please note that USF prohibits extra paid employment in the following circumstances:

- Extra employment in the USF system such that the total appointment is > .74 FTE (i.e., > 9 hours/week for students already appointed for 20 hours/week)
- Full time employment outside USF of any kind

International students must follow visa-related requirements that only permit paid employment through USF.

Before applying and committing to any form of additional work, students must submit this request form via DocuSign, routing it for signatures to the Faculty Advisor and the Graduate Program Coordinator. In some circumstances, the Office of Graduate Studies must also approve. You may be asked for additional information to what you provide on this form.

Once written approval has been obtained, students with approved employment outside USF must submit a request to eDisclose. Students should access eDisclose through MyUSF under Business Systems. The Department Chair will review the eDisclose submission and, if approved, route it to other USF offices. Students should not commence this additional work outside USF until the eDisclose submission receives final approval.

1. Name: _____

2. Date: _____

3. Master's Program:

4. Year in Program: _____

5. Current appointment paid through USEF (not including scholarships)

- E.g., TA, RA, GA : _____
- FTE .25, .50 (check 1)

6. Progress in program (check all that are applicable):

- None yet – just started program
- Thesis proposed
- Thesis approved
- Comps/MAP passed
- Internship

7. Standing in the program: good standing, probation

8. Site and job title of the position that you want to add to your current workload as a TA or RA:

- tasks and responsibilities if this is not obvious from the job title

- number of hours per week this position would involve (or FTE if position involves college teaching)

- period for which approval is sought (starting month-ending month)

9. Plans to mitigate possible interference of this added position with your progress, research, and (if applicable) teaching

10. Relationship of this added position to your career goals and the values of the program, if any

Endorsement by Faculty Advisor: _____

Endorsement by Graduate Program Director: _____