



## BOSTON COLLEGE

CAROLYN A. AND PETER S. LYNCH SCHOOL OF EDUCATION

September 25, 2012

Roy Chan  
155 Waban Hill Rd., North  
Chestnut Hill, MA 02467

Dear Roy:

I am pleased to inform you that you have been appointed as a Graduate Research Assistant in the Educational Research, Measurement & Evaluation and Educational Leadership/Higher Education departments in the Lynch School of Education for the 2012-2013 Academic Year. Congratulations! You will have an appointment with Drs. Larry Ludlow and Ted Youn that carries a stipend of \$17,000. Your appointment also carries a tuition remission scholarship of 18 credits. The University's payroll office requires Direct Deposit for your paychecks.

You are being employed from September 1, 2012 through May 31, 2013 and your stipend will be paid on the 16th of September, October, November, December, February, March, April and May. Please note there is no payment in January. The exact nature of your responsibilities will be determined by your faculty supervisor. Your graduate assistantship carries with it the expectation that you will work 20 hours a week. Graduate Research Assistants have the same days off as University employees. Please meet with your faculty supervisor as soon as you are on campus to determine the duties and responsibilities that you will be involved in for your graduate assistantship, as well as your scheduled hours for work and your vacations.

*More important information on procedures and conduct are included here on a separate page.*

Congratulations again on your appointment. I wish you my very best for a successful academic year.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Sparks".

Elizabeth Sparks, Ph.D.  
Associate Dean of Graduate Studies

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