

**Western Illinois University**  
**Externally Funded Assistantship Agreement**

THIS AGREEMENT, by and between the Board of Trustees of Western Illinois University for the \_\_\_\_\_ (Department), hereinafter referred to as the University, and \_\_\_\_\_ (Cooperating Agency), hereinafter referred to as the Agency, witnesseth:

A. OBLIGATIONS OF THE AGENCY

1. To reimburse the University on a monthly basis for a period of \_\_\_\_\_ months starting on \_\_\_\_\_, the amount of money required to pay the stipend(s) of \_\_\_\_\_ (number) graduate student(s) assigned to the agency.

This agreement serves as the billing instrument; no additional billings will be required.

Checks are to be made payable to Western Illinois University, account 5-13900.

Checks should be sent to the School of Graduate Studies, Western Illinois University, 1 University Circle, Macomb, IL 61455.

Students covered by this agreement will be assigned on the following scale:

Stipend/Month  
TOTAL Stipend  
Course Load  
Work Load/Week

2. To provide adequate supervision for the graduate student while he/she is performing duties at the agency.
3. To provide the graduate student with suitable space and facilities for carrying out his/her responsibilities to the agency.
4. To supervise the graduate student's professional responsibilities.
5. When applicable, to provide nominal transportation expenses to cover travel costs for professional responsibilities undertaken by the student on behalf of the agency.
6. To provide Western Illinois University with a job description for review prior to the execution of this agreement.
7. To identify the agency contact person.

NAME:  
ADDRESS:

PHONE NUMBER:

B. OBLIGATIONS OF WESTERN ILLINOIS UNIVERSITY

1. To provide a waiver of tuition for graduate students covered by this agreement according to the guidelines established by the University.
2. To screen the applicant for the position.

Each applicant must satisfy all entrance requirements established for potential degree students by the School of Graduate Studies.

Before a student may be awarded a contract he/she must be:

- A) recommended by the Department Graduate Committee, Department Chair, and the College Dean; and
  - B) acceptable to the agency.
3. To provide University supervision through regular visits to the agency to ascertain:
    - A) that the student is performing satisfactorily for the agency; and
    - B) that the assigned duties are of the type that will lead to professional growth of the student.
  4. To make available departmental and staff consultation whenever necessary.
  5. To assume the responsibility for the dispensing of stipends to the students.
  6. To identify the University contact person.

NAME:  
ADDRESS:

PHONE NUMBER:

C. MUTUAL OBLIGATIONS

1. To work together in regularly reviewing and evaluating the major aspects of the program.
2. To comply with the policies, principles and procedures of the University and the Agency.

D. CERTIFICATION

The Agency certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the Agency made an admission of guilt of such conduct which is a matter of record.

E. LAWS OF ILLINOIS

This contact shall be governed in all respects by the laws of the State of Illinois.

AGREED TO BY:

COOPERATING AGENCY:

\_\_\_\_\_  
Department Chair  
Date: \_\_\_\_\_

\_\_\_\_\_  
Title:  
Date: \_\_\_\_\_

\_\_\_\_\_  
College Dean  
Date: \_\_\_\_\_

\_\_\_\_\_  
Associate VP, Academic Affairs  
Date: \_\_\_\_\_

\_\_\_\_\_  
VP, Admin. Services  
Date: \_\_\_\_\_

Updated: July 2008