

GSA Calendar

Academic Term Begins Academic Term Ends TA Seminar Spring/Fall Breaks Graduation

Academic Terms and Full GSA Periods usually start and end on different dates. Indicated areas denote full GSA Periods.

28 29 30 Spring Semester Summer Semester Fall Semester

2016																																		
January							February							March							April													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						2	1	2	3	4	5	6	1	2	3	4	5	1	2	3	4	5	6	7	1	2	3	4	5	6				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	10	11	12	13	14	15	16
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	17	18	19	20	21	22	23
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	25	26	27	28	29	30
24	25	26	27	28	29	30	28	29						27	28	29	30	31			24	25	26	27	28	29	30							
31																																		

Award "Summer" contracts to GSA's who will teach any of the four possible Summer Academic terms or a combination of terms (such as SU 1st & 2nd 6-wk). Validity period may match Academic Term or be pro-rated over the GSA term.

Teaching Seminar: starts first week of FULL Fall GSA term.
 SPRING 2016, January 5-7 FALL 2016, August 10-12
 2017, January 3-5 2017, August 09-11
 2018, January 2-4 2018, August 08-10

Report Dates: New Teaching GSAs must start on SUNDAY the week of the Teaching Seminar. Returning Teaching GSAs must start by the 1st SUNDAY & continue through last SATURDAY of the Academic Term. Research GSAs start any SUNDAY, end any SATURDAY. NEW GSAs TOEFL scores more than two years should be retaken

English Proficiency: TOEFL scores are required for all GSAs whose HOME language is not English, REGARDLESS of whether or not any previous degrees were received from English-language universities.

Teaching: TOEFL 600,IBT 100, IELTS 7,Cambridge English: Advanced 193(Grade B) and PASS an English language speaking proficiency Research: Florida Tech TOEFL 550, IBT 79, IELTS 6.5, PTE Academic 58, Cambridge English:Advanced 180 (Grade C) Waiver Requests are processed through the Electronic GSA Workflow system. Final approval is needed by the Vice President for Academic Affairs.

Deadline: Signed GSA Contracts should be emailed to hmelbourne@fit.edu at least 4 weeks before the start date of the contract in order to guarantee a timely first paycheck.

Supporting Documentation: New GSAs must submit completed (a) W-4 and (b) I-9 forms.

Returning GSAs must confirm with HR that work authorization is still valid. I-9 forms must be signed by an Academic Unit Staffer and have appropriate copies of required identification documents included.

International students must obtain a Social Security number ASAP.

Tax Liability: Inform GSAs that: Tuition is taxed in TUITION REMISSION ONLY contracts at the end of the calendar year on the W-2 form. International students MUST indicate withholding on their W-4 forms.

GSA earnings are reportable to the IRS. The amount withheld depends on the W-4 on file. International students must submit W-4 forms as specified.

GSAs carrying less than a full-time load in the Summer will have their stipends and tuition remission taxed.

2017																																		
January							February							March							April													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1	1	2	3	4	5	6	1	2	3	4	5	1	2	3	4	5	6	7	1	2	3	4	5	6				
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	2	3	4	5	6	7	8	9	10	11	12	13	14	15
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	16	17	18	19	20	21	22
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24	25	26	27	28	29
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	30							

Smsr	Full GSA Period				Academic Term (+Final)	
	Wk	Begin	End	Begin	End	Wk
SP16	19	12/27/16	05/07/16	01/10/16	05/07/16	17

All DGRATS start dates are before the semester or the week of the semester - DGRATS should be submitted and completed in WORKFLOW within that time.

2018																																		
January							February							March							April													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1	1	2	3	4	5	6	1	2	3	4	5	1	2	3	4	5	6	7	1	2	3	4	5	6				
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30						29	30					

SU16 8	13	05/08/16	08/06/16	05/09/16	06/17/16	6
SU16 11	13	05/08/16	08/06/16	05/16/16	07/08/16	8
SU16 6a	13	05/08/16	08/06/16	05/16/16	07/15/16	9
SU16 6b	13	05/08/16	08/06/16	05/16/16	07/29/16	11
FA16	19	08/07/16	12/17/16	08/22/16	12/07/16	16
New Teaching Assistant begin date 08/07/16 - Returning TA begin date 08/21/16						
SP17	18	01/01/17	05/06/17	01/09/17	4/26/17	16
New Teaching Assistant begin date 01/01/17 - Returning TA begin date 01/08/17						
SU17 8	13	05/07/17	08/05/17	05/15/17	07/07/17	8
SU17 11	13	05/07/17	08/05/17	05/15/17	07/28/17	11
SU17 6a	13	05/07/17	08/05/17	05/08/17	06/16/17	6
SU17 6b	13	05/07/17	08/05/17	06/19/17	07/28/17	6
FA17	19	08/06/17	12/16/17	08/21/17	12/16/17	17
New Teaching Assistant begin date 08/06/17 - Returning TA begin date 08/20/17						
SP18	18	12/31/17	05/05/18	01/08/18	04/25/18	17
New Teaching Assistant begin date 12/31/17 - Returning TA begin date 01/07/18						
SU18 8	13	05/06/18	08/04/18	05/14/18	06/15/18	8
SU18 11	13	05/06/18	08/04/18	05/14/18	07/27/18	11
SU18 6a	13	05/06/18	08/04/18	05/07/18	06/15/18	6
SU18 6b	13	05/06/18	08/04/18	06/18/18	07/27/18	6
FA18	19	08/05/18	12/15/18	08/20/18	12/05/18	16
New Teaching Assistant begin date 08/05/18 - Returning TA begin date 08/19/18						

30 Academic Term Begins Academic Term Ends TA Seminar Holidays/Breaks Graduation