



THE DOROTHY F. SCHMIDT COLLEGE OF ARTS & LETTERS  
SCHOOL OF THE ARTS  
DEPARTMENT OF MUSIC  
777 Glades Road  
Boca Raton, FL 33431  
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May 6, 2022

Flavio C. Rapalo Espino  
Barrio El Jazmin, Callejon Moncada Casa #928  
Tegucigalpa, Honduras 11101  
rapaloespino\_flavio@columbusstate.edu

Dear Flavio,

It is with great pleasure that I offer you the position of Graduate Teaching Assistant, in the Department of Music at Florida Atlantic University (FAU). This offer is contingent upon the successful completion of a background check and verification of education. Your exceptional academic achievements have prepared you well to join the company of scholars, teachers, and researchers in our department. We look forward to you joining us.

I am writing to provide additional information about our program, Florida Atlantic University, and the comprehensive academic financial package we are offering to support you during your studies.

Florida Atlantic University is one of the most racially, ethnically, and culturally diverse public universities in Florida. With over 100 graduate degree concentrations, impressive research, accomplished faculty, and inspiring challenges like our Three Minute Thesis (3MT®) competition, everything we do focuses on propelling you to the top.

The Music program is pleased to offer you the following comprehensive package of program area experience and financial assistance, including:

- An academic appointment as a Graduate Teaching Assistant (GTA), at \$8,000.00 annual stipend for two years. This appointment is a **9-MONTH** appointment for the Fall and Spring terms and **DOES NOT INCLUDE** the Summer term.
- Your paychecks will be issued on a regular, bi-weekly schedule. Your GTA position will provide you with pedagogical training and teaching experience. This GTA position requires 20 hours of teaching time commitment each week during the semester. This GTA position is eligible for tuition benefits under the Tuition Benefits Policy for Graduate Students found here: [fau.edu/graduate/tuition-benefits/](http://fau.edu/graduate/tuition-benefits/). **Please note that tuition remission does not include the mandatory fees and program-specific fees, which you are obligated to pay.** For the 2022/2023

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academic year, **this appointment package is valued at approximately \$24,695.18.**

- Should you accept this offer, you will be assigned to work under the supervision of Dr. Marc Decker. Your responsibilities will include 20 hours a week according to your individual assignment.
- All International GTAs at FAU must demonstrate specific standards of language proficiency to begin classroom instruction and to maintain eligibility for tuition and stipend benefits. The Seminar for International Teaching Assistants (SITA) prepares International GTAs to achieve and maintain these standards. Thus, international GTAs are required to enroll in the mandatory Seminar for International Teaching Assistants (SITA) here: [fau.edu/international/internationalassistants.php](http://fau.edu/international/internationalassistants.php).
- As part of your offer of appointment as a GTA, you are eligible to receive health insurance benefits at a reduced cost. FAU will pay for 75% of the annual premium cost of the FAU-selected plan, and graduate student employees who enroll in the FAU plan will be responsible for paying the remaining 25% of the annual premium cost. Information on the 2022/2023 plan will be emailed to you once it's available. Once available, information on the 2022/2023 health insurance plan will also be available online here: [fau.edu/graduate/tuition-benefits/healthinsurance.php](http://fau.edu/graduate/tuition-benefits/healthinsurance.php)

Continuation and renewal of this offer will be contingent on your successful academic and employment performance, and on the availability of funding. Your employment performance will be evaluated by the faculty member(s) supervising your work. Florida Atlantic University (FAU) Student Employees are considered to be at-will employees and their employment is temporary and incidental to the pursuit of a degree or certification. To remain eligible for student employment, students must comply with all FAU University policies, regulations, and guidelines.

To remain eligible for tuition benefits, FAU Graduate Assistants must comply with all policies under the Tuition Benefits Policy for Graduate Students found here: [fau.edu/graduate/tuition-benefits/pdf/Tuition\\_Benefits\\_Policy\\_for\\_Graduate\\_Students.pdf](http://fau.edu/graduate/tuition-benefits/pdf/Tuition_Benefits_Policy_for_Graduate_Students.pdf). Please note that tuition benefits do not include mandatory University fees which you are obligated to pay. These fees afford you the benefits and access to many University services and programs, including a membership to the campus recreation center, access to the student health center, athletic events, numerous campus activities, and access to other resources such as the counseling and career centers.

Prior to the first day of employment, students are required to complete the onboarding process in Workday, FAU's Human Resource (HR) and Financial Management system: <http://www.fau.edu/hr/onboarding/>. The hire process may consist of the completion of a student employment application, a background check, and online on-boarding, which includes employment

documents, an electronic I-9, and a short orientation video. Please monitor your email for directions on the onboarding process and required documents.

To accept your academic appointment, please review and sign this document by May 13, 2022. Contingent on the successful completion of all required on-boarding documents, your position starts on August 20, 2022

Congratulations once again on your outstanding achievements, which have qualified you for this offer of admission and academic financial support. We hope you will join our program this Fall 2022 semester. If you have questions about the instructions provided, please contact Kevin Wilt at [wiltk@fau.edu](mailto:wiltk@fau.edu).

Sincerely,



Kevin Wilt, DMA  
Chair, Department of Music  
Composer-in-Residence  
email: [wiltk@fau.edu](mailto:wiltk@fau.edu)

**To accept this academic appointment, please sign and date below, and return to Kevin Wilt at [wiltk@fau.edu](mailto:wiltk@fau.edu) by May 13, 2022.)**

I (PRINT FULL NAME), Flavio Cesar Rapalo Espino, acknowledge and accept the terms of this academic appointment. I understand this offer is contingent upon the successful completion of a background check and verification of education.

Signature: Flavio Rápalo Date: May 12, 2022