



GDBBS Teaching Assistant Request Form

Students should submit this form to the GDBBS Assistant Director of Student Affairs prior to the term in which they would like to complete their TAship. Any TA placement completed without submission of this form may not count towards TATTO 605 credit. Once matches are confirmed by the Assistant Director of Student Affairs, GDBBS will ensure the student is enrolled in TATTO 605 for the correct term.

To be completed by the student

I would like to complete my teaching assistantship in the course *(list course number and name)*

_____.

This course will occur during the (Check one): _____ Fall term _____ Spring term

I have discussed my general TA duties with the faculty instructor for this course. I understand duties may change or evolve during the term.

I have notified my advisor that I'll be completing my TA requirement during the term indicated and that my TA duties will require up to 10-12 hours/week throughout the term.

Student Name _____ Student Signature _____ Date _____

To be completed by the faculty instructor

I would like the student listed above to TA for my course, also indicated above. The general TA duties this student will undertake include *(check all that apply)*:

- Giving lectures
- Serving as a laboratory instructor or assistant
- Leading discussion sections
- Holding office hours
- Holding review sessions prior to exams
- Helping with the preparation of handouts or lab materials
- Helping to administer exams
- Grading assignments and/or exams *(undergraduate courses only)*

Other: _____

Check to indicate agreement:

I have discussed the general duties listed above with my student TA.

I understand the student's work for my course should be up to 10-12 hours/week throughout the term.

I understand I will be asked to give an evaluation of my TA's work and a grade for their TATTO 605 course at the end of the term.

Faculty Instructor Name _____ Signature _____ Date _____