

10.7 Teaching Assistant Application Form (for students)

Application Process and Deadlines for Students

Eligible students who wish to be considered for a teaching assistant position should submit the following materials electronically (save and submit as one PDF packet) to the academic program manager:

- Application for TA indicating preferences and description/evidence of specialized knowledge or skills required for the courses selected (e.g. specific software skills and level of mastery; example of writing for determination of writing skills; examples of previously graded work or peer review).
- For those courses that require it, a mini-portfolio of design work demonstrating strong visual communication skills.

Position types are determined in part by the nature of assignment and hours per week of work. All TA positions are awarded competitively, and on a limited basis. Students awarded a TA position must:

- Be in good academic standing (3.0 cumulative GPA or better).
- Enroll full-time during the semester they are on appointment.
- Re-apply each semester they wish to continue on appointment.

Application Timeline

Fall semester awards: application information will be posted to the SDC website by April 1. Application materials must be submitted by April 15. Students will be notified by May 1 if they have been offered a TA position, and will have until May 15 to accept or decline the offer.

Spring semester awards: application information will be posted to the SDC website by November 1. Application materials must be submitted by November 15. Students will be notified by December 1 if they have been offered a TA position, and will have until December 15 to accept or decline the offer.

Name:

Program:

Please select and rank no more than four positions for your preferred TA assignments [first (1), second (2), third (3) and fourth (4)]. While the selection committee will do its best to consider your preferences, it reserves the right to determine the best fit for the School when making final decisions. Applicants should be careful to avoid schedule conflicts between required courses in his/her program and classes for which he/she is applying to be a TA.

Course Number and Title	Preference (rank 1, 2, 3, and 4)

Explain your preferences and why you consider yourself an ideal candidate for a TA position:

Describe any specialized knowledge or skill you possess that is required for the preferences you have selected, and provide examples of this knowledge or skill (e.g. specific software skills and your level of mastery for those skills; writing sample for determination of writing skills; examples of previously graded work or peer review):