

**Application for Undergraduate Teaching Assistant Position
Fall Semester 2009**

Name: _____ ID #: _____

Major(s): _____ Year: _____

Summer Address: _____

Cell Phone: _____

MIT E-mail Address: _____

I am interested in TAing the following subject(s): _____

I have taken the following chemistry subjects:

Subject:	Grade:	Subject:	Grade:	Subject:	Grade:
___ 5.111/2	___	___ 5.35/5.310	___	___ 5.38, #10	___
___ 5.12	___	___ 5.36, #4	___	___ 5.38, #11	___
___ 5.13	___	___ 5.36, #5	___	___ 5.38, #12	___
___ 5.03	___	___ 5.36, #6	___	___ 5.04	___
___ 5.07	___	___ 5.37, #7	___	___ 5.08	___
___ 5.60	___	___ 5.37, #8	___	___ 5.43	___
___ 5.61	___	___ 5.37, #9	___	___ 5.62	___

Previous teaching/tutoring experience:

I would like to T.A. because:

References (Please attach at least one letter of recommendation):

Name:	Address:	Phone:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Include with this application, a signed copy of the **Undergrad TA Roles and Responsibilities** as well as an unofficial transcript.

UNDERGRADUATE TEACHING ASSISTANTS ROLES AND RESPONSIBILITIES

Fall Semester 2009

1. Responsibilities:

By accepting a Teaching Assistant position, you are agreeing to:

- participate in the complete TA training program held September 1-4, 2009
- attend all lectures
- proctor and grade exams
- attend all required TA meetings
- come prepared, organized and on time to your sections
- grade and return homework in a timely manner
- be available to meet with students during stated office hours
- perform other course-wide administrative tasks
- conduct yourself in an ethical, professional manner at all times

If you must miss a recitation due to an emergency, you are required to make arrangements for another T.A. to substitute for your section.

Failure to comply with these regulations may result in termination of your position.

2. Selection Process:

Submit a completed application form with one letter of recommendation by **Friday, May 22, 2009**. You will then be invited to interview and demonstrate a sample lesson.

Undergraduate T.A.s are selected on the basis of commitment and reliability, mastery of subject matter, prior teaching experience, and the availability of teaching positions.

3. The Teaching Workshop:

A **mandatory** Teaching Workshop will be given September 1-4, 2009. This training program consists of presentations, workshops and microteaching to help prepare all chemistry teaching assistants for their teaching responsibilities.

4. Receiving the Fall Semester T.A. Assignment:

You will receive notification of your T.A. assignment sometime towards the beginning of July. If you have not received this information by then, please **e-mail Melinda at cerny@mit.edu**.

5. Time Commitment:

Your teaching will, on the average, require approximately ten to fifteen hours per week. This will vary by the class and with each week.

I have read and agree to the terms of this appointment.

(Student Signature)