EECS Undergraduate Teaching Assistant Application

You are applying to be an EECS Undergraduate Teaching Assistant (TA). To be considered you must read and understand the following information, complete the required training, and submit this signed form by the First Friday of the Semester in which you will be a TA.

Duties and Responsibilities:

By accepting an Undergraduate TA position, you are agreeing to the following:
- Teach the lab session assigned to you
- Come prepared, organized, and on time to your lab sections
- Grade and return homework in a timely manner
- Be available to meet with students during stated office hours, holding a minimum of 2 hours per week
- Assist the instructor with other course-wide administrative tasks
- Attend all required TA meetings
- Conduct yourself in an ethical and professional manner at all times
- Participate in the TA training program which will be held during the first week of the semester

If you need to miss your lab section due to an emergency, you are required to notify the course instructor regarding your absence and to make arrangements with another TA to substitute for your section.

Your TA duties will, on average, require approximately 10 hours per week and will vary weekly over the semester.

Failure to comply with these duties and responsibilities may result in termination of your position.

Recruitment Process and Undergraduate TA Academic Credit/Scholarships:

Complete the online application form using the link https://wsu.co1.qualtrics.com/SE/?SID=SV_8H9nfSL6Id75MoJ by the start of the semester. Students with a GPA 3.0 or higher are eligible to apply. Applicants will be evaluated on the basis of commitment and reliability, mastery of subject matter, and prior teaching experience.

TAships will be assigned according to the availability of TA positions.

Serving as a TA for the First Time: Students will be enrolled in 3 credits of either CptS 499 or EE 499 Special Problems (UG TA Section) during the semester of their TAship. These 3 credits of CptS/EE 499 (TA) can be used as a Free Elective/Technical Elective course for all EECS programs except EE Systems and Microelectronics tracks.

Note: students enrolled in 16 or more credits in this instance will be enrolled in over 18 credits for the semester which can generate additional tuition charges, speak with your advisor to determine how this may impact your semester enrollments.

Serving as a TA for the Subsequent Terms: Students will be awarded up to $1,000 scholarships for each additional semester they serve as a TA. Scholarships are issued approximately 4 weeks into the semester. As such, students will not be enrolled in CptS/EE 499 for subsequent semesters as a TA. Students must maintain a 3.0 or higher GPA in order to remain eligible.

TA Training:

Mandatory TA training will be given during the first week of the semester to those who will be a TA for the first time. This training program consists of workshops and tutorials in the specific content of the teaching responsibilities as well as general training on the professional aspects of teaching.

In addition, all undergraduate TAs are required to complete the required trainings below before they start their duties:

- FERPA (Family Educational Rights and Privacy Act) - https://www.ronet.wsu.edu/main/apps/ferpatest.asp
  - o Students who have completed FERPA training in the past 3 years do not need to retake it.
- Discrimination and Sexual Harassment Prevention Training - http://training.oeo.wsu.edu/graduate-ta-training/
  - o Students who have taken this training within the past 5 years do not need to retake it.

TAship Availability:

The following courses are anticipated to have availability for TAs each semester:
Be aware this list is not comprehensive and may be subject to change.

Cpt_S: 111, 121, 122, 223, 260, 321, 322, 355
E_E: 214, 234, 261, 262

Complete the following before signing and turning in your application form to EME 305.

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

_____ I have completed the FERPA (Family Educational Rights and Privacy Act) training within the past 3 years.

        Exact Date of Completion: _____ (e.g. January 2, 2018)

_____ I have completed the Discrimination and Sexual Harassment Prevention training within the past 3 years.

        Exact Date of Completion: _____ (e.g. January 2, 2018)

        I have been a TA for EECS courses before: No _____   Yes _____, for which course(s) _____

WSU ID: _____

First and Last Name: _____

Signature: _____