MIS PROGRAM:
APPLICATION FOR D550 TEACHING ASSISTANT

Student Name: ___________________________  ID# __________________

Instructor: ___________________________  Semester & Year __________

Course for which student will serve as teaching assistant:

GENERAL CONTENT OF D550

Teaching assistant will:
• Teach at least 4 and no more than 10 class meetings/lectures (i.e., at least 5 hours and no more than 12.5 hours).
• Participate in discussion/design of course and assignments.
  o e.g., prepare a draft syllabus for the course
• Assist with grading course assignments.
• Collect student evaluations of his/her performance.
• Produce a reflective essay on the teaching experience: what was learned, what went well, points for improvement, impact on teaching philosophy.

Teaching assistant may:
• Attend all lectures.
• Provide supplemental instruction sessions.
• Provide exam study sessions.
• Provide other support for the instructor of record as appropriate.

Instructor of record will:
• Provide written review of teaching assistant’s teaching performance.
• Integrate teaching assistant in discussion/design of course and assignments.

Instructor's Signature: ___________________________  Date __________

Student's Signature: ___________________________  Date __________

Please return this form to the Director of Interdisciplinary Studies
(A copy will be sent to the instructor & the student upon approval)

Approved: ___________________________  Date __________

Director of Interdisciplinary Studies

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