Experiential Learning: Teaching Assistant Request

Due date:

TA requests should be submitted by Department Chairs by March 1st for the following budget year. In special cases a request can be submitted at a later date.

Note: A Teaching Assistant role must represent an educational experience (i.e., the student leaves the experience having acquired knowledge and/or experience). Experiential learning is a crucial part of a student’s education, as such may encompass the following:

* Tutoring assistance for students
* Assistance with course preparations (Blackboard set-up, course material preparation). While students may assist with grading of multiple choice tests, students may not assist with grading of essays or papers.
* Departmental Support (assistance organizing meetings, taking minutes, writing reports)
* The student’s time commitment is treated as a Community Service Grant opportunity and reduce tuition costs
* Approved Teaching Assistant Positions will become part of the student’s official co-curricular record and will contribute to the student’s earning of the co-curricular certificate.

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| **DEPARTMENT** |  | |
| **SUBMITTED BY** |  |
| **SIGNATURE** |  |
| **DATE SUBMITTED** |  |

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| **Professor(s) requesting support** and associated courses/semesters |
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| **Explain the rationale for this request**For example, unexpected course enrollment, course intensity, etc. |
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| **Explain the Learning Outcomes for the TA** |
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| **anticipated types of activities** |
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| **Expected time commitment per week***While we know the number of hours may vary per week (e.g., anticipated fewer hours during exam periods), we need to have an idea of the anticipage time commitment for the student per week* |
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| **total expected time commitment for the semester***we need to know the expected full time commitment per semester. This is for budgeting purposes and for eventual communication to the office of financial aid* |
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| **Provost approval** |
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| Date |

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| **any notes** |
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Completed requests should be sent to Lilyana Yankova [lyankova@aup.edu](mailto:lyankova@aup.edu) in Academic Affairs.