



## Teaching Assistant Application

**Teaching Assistant positions must be approved and submitted to the Registrar prior to the last day of add/drop for the semester the assistantship will be completed.**

Teaching Assistantship – 1 credit (4 hour maximum toward degree - including any credits earned as a Research Assistant)

Requirements to Earn Credit:

- ✓ Complete and document at least 65 hours of work.
- ✓ Timesheets must be signed by the supervising faculty member.
- ✓ Work must include substantive opportunities for teaching and learning.

***By signing below, I certify that I have or will complete FERPA training assigned by the registrar's office prior to beginning work as a TA.***

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

Course applying for: \_\_\_\_\_

Semester and year you completed this course: \_\_\_\_\_

I have approved this applicant as a Teaching Assistant for my course.

Course Title: \_\_\_\_\_ Semester/Yr: \_\_\_\_\_

Faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that FERPA training has been completed.

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_