

**Graduate Teaching Assistants Program**  
**Department of Entomology**  
**Texas A&M University**  
Adopted 11 December 2002

**Mission Statement:** To provide graduate students with opportunities to obtain education, training, mentoring, and experience in college level teaching, while simultaneously providing students in our classes with the best possible educational experience.

Criteria for consideration of teaching assignment:

- An expressed career interest in teaching.
- Course background appropriate to topic (i.e., having previously taken the course, or knowledge of subject matter from other courses or experience).
- Graduate Student in Good Standing
- Foreign students must have a minimum TOEFEL score set by TAMU.
- Request/approval of major advisor.
- Request/approval of course instructor.
- Completion of Center for Teaching Excellence Workshop (if CTE provides in timely schedule).
- Availability to courses/sections where assistance is needed.
- Availability of funding for paid TA positions.

Participation as a teaching assistant can be achieved in 3 ways:

1. Graduate Teaching Assistantship (Paid Assistantship)
  - Half-time = 20 hours/wk (equivalence)
  - Quarter-time = 10 hours/wk (equivalence)
2. Volunteer Service
3. Course credit as ENTO 685 Problems.

Criteria for prioritizing assignments for (Paid) Graduate Teaching Assistantships:

1. Number of students in the course.
2. Number of laboratory sections to be served.
3. New or significantly revised courses/sections.
4. Potential for recruiting new majors.
5. Whether other departmental support is available to instructor (i.e., those with technical support are less likely to receive GTAs).
6. Assurance of proper allocation of Classroom Enhancement Funds, or any other resources with specific guidelines.

Estimated Time Table:

Fall semester assignments

Requests are due mid-April with assignments to be made by May 1

Spring semester assignments

Requests are due mid-November with assignments to be made by December 1

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**STUDENT APPLICATION FORM**

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

Major Advisor: \_\_\_\_\_

Why are you interested in Teaching?

Semester/year requested: \_\_\_\_\_

Course(s) and sections requested:

- 1.
- 2.
- 3.

Specific background appropriate to these courses:

I will consider teaching experience:

1. With a Paid Teaching Assistantship \_\_\_\_\_
2. Volunteer Teaching Assistant \_\_\_\_\_
3. Course credit without paid stipend (e.g. ENTO 685) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**MAJOR ADVISOR APPROVAL FORM**

This is to verify that \_\_\_\_\_ (student name) has my permission and encouragement to seek Teaching Experience for the forthcoming Fall or Spring (circle one) Semester. I approve this experience being fulfilled in the following manner (check all that apply):

1. As a Paid Teaching Assistantship \_\_\_\_\_
2. Volunteer Teaching Assistant \_\_\_\_\_
3. Course credit without paid stipend (e.g. ENTO 685) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**TEACHING FACULTY REQUEST FORM**

I respectfully request \_\_\_\_\_(Number) teaching assistants be assigned to  
\_\_\_\_\_ (Course) for the Fall or Spring (circle one) semester.

I further request that the following student(s) be considered as teaching assistants for this course and semester. My recommendation of this/these students is based upon the following (please add appropriate recommendation/comments):

Signature \_\_\_\_\_ Date \_\_\_\_\_