

Graduate Teaching Assistants Program
Department of Entomology
Texas A&M University
Adopted 11 December 2002
Revised July 2010

The goal of this program is to offer entomology 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. Graduate students with career interests in higher education should also consider participating in the Graduate Teaching Academy program provided by the TAMU Center for Teaching Excellence (cte.tamu.edu) as a means to leverage their Teaching Assistant experience in entomology.

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

1. Graduate Teaching Assistantship (Paid Assistantship)
 - Half-time=20 hours/week (equivalence)
 - Quarter-time=10 hours/week (equivalence)
2. Volunteer Service.
3. Course credit as ENTO 685 Problems (1-4 hours credit).

Criteria for consideration of a teaching assignment:

- Expressed career interest in teaching.
- Course background appropriate to topic (i.e., having previously taken the course, or knowledge or subject matter from other courses or experience).
- Availability of courses/sections where assistance is needed.
- Availability of funding for paid teaching assistant positions.
- Request and approval of major advisor.
- Request and approval of instructor.
- Completion of TATEP course for Teaching Assistants provided by the Center for Teaching Excellence.
- Attendance at annual Entomology TA orientation session.
- Graduate Student in Good Standing
 - Overall GPA above 3.0
 - Be in compliance with progress toward your selected degree program (MS, MAg, PhD)
 - Degree Plan filed on time.
 - Proposal Submitted on time.
 - Preliminary Examinations completed on time.
 - Documentation of annual meeting with Advisory Committee on file.
 - Verification of Hazard Communication Training for laboratory/classroom safety [See Instructions for completing and recording this training below].
 - International students must complete the English Language Proficiency Examination and score at least 80 in each category.

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

1. Number of students enrolled in the course.
2. Number of 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 the instructor.
6. Assurance of proper allocation of Classroom Enhancement Funds, or any other resources with specific guidelines.

Estimated Action Time Table:

Fall Semester Assignments

Call for applications is announced mid-April

Assignment letters to be prepared by mid-May, depending on student compliance issues and budget situations this date varies.

Spring Semester Assignments

Call for applications is announced mid-November

Assignment letters to be prepared by early-December, depending on student compliance issues and budget situations this date varies.

Classroom Safety Compliance:

Classroom Safety is a goal for the Department of Entomology. All graduate teaching assistants shall complete the Hazard Communication Training to be in compliance with university standards. The Hazard Communication Training course is offered on-line through the Environmental Health and Safety Office. Instructions for completion are as follows:

Go to ehsd.tamu.edu

select training on the left hand menu

Scroll down to General Safety Courses

select Hazard Communications Training (Web Based)

authenticate thru the CAS system

click on begin

select Hazard Communications Training

the first slide will show up, click on the slide for the next slide to appear,

take test at end of slides.

NOTE: Please complete the next two steps below.

Upon completion you will be sent verification by email from EHSD. Please print this verification and submit a signed copy of this verification with your Teaching Assistant Application.

TA Program Oversight:

Dr. Pete D. Teel, Associate Department Head for Academic Programs, currently oversees this program. Please direct any questions about the program or the application process to Dr. Teel.

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STUDENT APPLICATION FORM

Student Name (Please print): _____

Contact telephone number: _____ email: _____

Major Advisor: _____

Why are you interested in Teaching?

Semester/year requested: _____

Course(s) and sections requested:

- 1.
- 2.
- 3.

Your 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: _____

NOTE: Submit with signed verification of Hazard Communication Training from EHSD.

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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 Assistantship _____
3. Course credit without paid stipend (e.g. ENTO 685 w/1-4 credits) _____

Major Advisor Printed Name _____

Major Advisor 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:

Instructor Printed Name _____

Instructor Signature _____

Date: _____