

## MEMORANDUM

TO: NAME OF STUDENT SELECTED

FROM: EPPWS Departmental Graduate TA Committee  
(Sanogo, Bundy)

DATE: June 14, 2010

RE: TA Assignment for Spring 2011

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We are pleased to inform you that you have been selected for a Spring \_\_\_\_ EPPWS Departmental Teaching Assistantship. In the Spring \_\_\_\_ semester, you have been assigned to assist Dr. \_\_\_\_\_ with EPWS \_\_\_\_ ( \_\_ hours). These assignments may change as the semester approaches.

**To accept this position, sign the TA position Requirement Form and turn it in to Ms. Donna Ebler by August 2, 2010.**

To maintain eligibility, you must be enrolled for at least 9 graded GRADUATE credit hours during each semester.

The responsibilities of each teaching assistant will be defined by the instructor of the particular course to which the TA has been assigned. As the semester approaches, instructors will contact their assigned TA as to specific responsibilities.

If students or instructors have any questions or concerns about responsibilities or documentation of duties, please contact the committee so we can address these problems or questions.

The award of \_\_\_\_ time TA assignment requires a maximum of \_\_\_\_ hours per week of one of a combination of the following: student-contact hours (i.e. office hours, lecture, recitation, discussions, review sessions, etc.), laboratory preparation, and grading of exams, reports or papers. Teaching assistantship responsibilities take precedence over other responsibilities.

Also there will be a Graduate Teaching Seminar/Workshop \_\_\_\_\_ to which you will receive an invitation from the Graduate School to attend. This training is a requirement by the Graduate School.

cc: Dr. \_\_\_\_\_, Instructor  
Dr. Jill Schroeder, Dept. Chair

Dr. \_\_\_\_\_, Advisor  
Ms. Donna Ebler  
Ms. Cindy Bullard