

**MIS PROGRAM:
APPLICATION FOR D550 TEACHING ASSISTANT**

Student Name: _____

ID# _____

Instructor: _____

Semester & Year _____

Course for which student will serve as teaching assistant:

GENERAL CONTENT OF D550

Teaching assistant will:

- Teach at least 4 and no more than 10 class meetings/lectures (i.e., at least 5 hours and no more than 12.5 hours).
- Participate in discussion/design of course and assignments.
 - e.g., prepare a draft syllabus for the course
- Assist with grading course assignments.
- Collect student evaluations of his/her performance.
- Produce a reflective essay on the teaching experience: what was learned, what went well, points for improvement, impact on teaching philosophy.

Teaching assistant may:

- Attend all lectures.
- Provide supplemental instruction sessions.
- Provide exam study sessions.
- Provide other support for the instructor of record as appropriate.

Instructor of record will:

- Provide written review of teaching assistant's teaching performance.
- Integrate teaching assistant in discussion/design of course and assignments.

Instructor's Signature: _____

Date _____

Student's Signature: _____

Date _____

Please return this form to the Director of Interdisciplinary Studies

(A copy will be sent to the instructor & the student upon approval)

Approved: _____

Date _____

Director of Interdisciplinary Studies