

1. Duties and responsibilities: GTA - Performs duties related to teaching which may include responsibility for supervising laboratory sections, providing students with guidance in interpretation of course subject matter, assisting in the preparation of learning materials, and grading papers. Responsibilities of graduate assistants require approximately 14 hours of effort per week.
2. This assistantship is for one semester. This assistantship is not automatically renewed.
3. Fees: Tuition will be waived, but graduate assistants will be responsible for payment of student fees and any course or laboratory fees required by specific courses taken.
4. Report to: You should contact the instructor of the course before the first day of classes (ideally, as soon as possible) to discuss your responsibilities and duties for this teaching assistantship.
5. Registration and Course Load: Registration is required each term during the effective dates of the assistantship. Graduate assistants must register for at least the minimum number of credits required for full time graduate standing by the Graduate School, currently 12 hours of letter grade or pass/fail grade. Failure to register for at least the minimum number of credits required will cancel the assistantship. As a GTA, you must enroll in the GTA course BIOL 8997 (3 audit hours, no grade; see details below to identify section) and, if a first-time TA in Biological Sciences, the GTA training course CETL 8000 (1 credit hour pass/fail). Students who do not follow these enrollment guidelines will not be granted a tuition waiver, and will be responsible for all tuition and fees. You must register for 3 credit hours of BIOL 8997. The total number of the letter grade, pass/fail and audit courses including GTA should not exceed 21 (16 hours for the Summer semester).
 - > If you are assigned to TA in BIOL 1510, you should enroll in BIOL 8997 B.
 - > If you are assigned to TA in BIOL 1520, you should enroll in BIOL 8997 C.
 - > If you are assigned to TA for any other class, you should enroll in BIOL 8997 A.
6. TA Training: You are required to attend CETL 8000 Jump-Start TA Orientation organized by the Center for the Enhancement of Teaching and Learning (CETL) prior to the start of the term. You must attend this orientation at least once, and may choose to attend in subsequent semesters for help and improvement to your teaching. In addition, you must take the CETL 8000 course, as noted above, in your first semester of teaching for the School of Biological Sciences. This course meets weekly for one hour.
7. Support from the School of Biological Sciences in the form of Graduate Teaching and Research Assistantships is to enable graduate students to focus on research essential to their degree. Graduate courses should be selected that contribute directly to the successful completion of the graduate program, and any student supported by a GRA or GTA may not enroll in courses outside their program of study unless granted permission by their advisor and the Chair of the School.
8. Benefits: Student medical insurance coverage for graduate assistants and their families is available at additional cost to the student.

9. Standards: Eligibility for future PhD – GTA appointments is contingent upon (a) a satisfactory academic standing, (b) proven success in the laboratory setting (determined by student and supervisory evaluations), (c) lack of other sources for the salary support.
10. Termination by School Chair: The School Chair may terminate the assistantship immediately and without prior written notice in each of the following cases: for unsatisfactory service as a GTA; if the appointee changes schools or degree programs, enrolls in an additional degree program, withdraws from the Institute, or registers for fewer than the minimum number of credits.
11. Termination by Appointee: If the appointee wishes to terminate the assistantship, written notice stating the reason must be given to the School Chair at least one month prior to termination. However, in consideration of the welfare of students and the Institute, a condition of employment of graduate teaching assistants is that they shall not terminate their services other than at the end of an academic term. Note that assistants terminating the assistantship during the term will be responsible for paying tuition for the term.
12. Institute policies concerning graduate students are given in the General Catalog under the sections, "Graduate Information" and "Rules and Regulations." The former section deals with degree requirements, intellectual property rights and other graduate policies while the latter section concerns scholastic regulations and other general policies.
13. The Institute's Intellectual Property Policies, such as those concerning inventions, copyright, and computer software apply to students as well as to faculty and staff. Adherence thereto is a condition of continued enrollment at the Institute.
14. Penalty for failure to meet minimum expectations: In the event that a GTA recipient is found to be negligent in satisfying all of the requirements of their teaching positions, they may have their monthly salary sanctioned as determined by the immediate supervisor, the Associate Chair of Graduate Studies, and the Chair of the School of Biological Sciences, to be in accordance with Institute rules.

I have read and understand the requirements for a Graduate Teaching Assistantship in the School of Biological Sciences.

Student Signature

Printed name

Date