



**Faculty of Arts Student Teaching Assistant**

**APPLICATION FORM**

**Name:**

**A#:**

**Email:**

\_\_\_\_\_

What is your program and main Department(s)?

Undergraduate       Undergraduate (Honours)       Graduate

Department(s): \_\_\_\_\_

What year are you in as of September (e.g. 1<sup>st</sup> year): \_\_\_\_\_

Term applied for:     Fall     Winter     Spring     Summer     Spring/Summer

General Department application   

or

TA position to which you are applying:

.....  
.....

Times you are not available:

.....  
.....

Academic and paid work experience relevant to Teaching Assistantship for the Faculty of Arts  
(relevant courses TA'd or taken, relevant community work, lived experience):

.....  
.....

Submit this application by email with a copy of your unofficial transcript as a PDF File  
attachment to Administrative Assistant of the Department posting the TA position.

Please consult our web page for program information before you apply:

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STUDENT SIGNATURE

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DATE

## Faculty of Arts Student Assistant

Position Title: **Teaching Assistant**

### Duties:

- Assist in the delivery of the course
- Course preparation and IT assistance and support
- Understanding of course themes and goals, strong grasp of syllabus
- Proctor exams
- Grade certain course assignments as indicated by the instructor
- Understanding of course readings where relevant to grading
- Peer tutoring

### Expectations:

- Skilled and knowledgeable in the subject area(s)
- Able to work independently and with care for details
- Punctual, motivated, and reliable
- Seek assistance and additional instructions when needed
- Report any possible issues of academic integrity (Academic Calendar - regulation 18) or any other serious student issues to the instructor
- Handle student grades, rubrics, answer keys, and any other confidential material in an appropriate manner.

### Requirements:

- Must have completed 60 credit hours
- Must have successfully completed the course for which you are applying to TA, or its equivalent at the discretion of the department.

### Hours:

60 hours per course, per semester

- Distribution of hours in consultation with the instructor
- Other duties may contribute towards the total hours.

### **Application Checklist:**

- Copy of unofficial SMU transcript
- Completed and signed copy of application form