

SAN DIEGO STATE UNIVERSITY, DEPARTMENT OF POLITICAL SCIENCE
APPLICATION FOR TEACHING ASSOCIATE AND STUDENT ASSISTANT

TA RA ISA GA Other (Specify): _____

A. Personal Information

Red ID: _____ Date: _____ Semester: _____ Year: _____

Undergraduate Graduate Year: 1st 2nd 3rd 4th 5th or other

Major: _____ Minor: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ SDSUiD: _____
(ex. jsmith@sdsu.edu, SDSUiD must be activated at <http://it.sdsu.edu/sdsuid/>)

Permanent Street Address: _____

City: _____ State: _____ Zip Code: _____

Have you applied for any other position on campus this term: Yes No
If "yes" what department? _____ Number of Hours: _____

Do you have a concurrent appointment with any other department? Yes No
If "yes" what department? _____ Number of Hours: _____

A. Education

Please list community colleges, colleges, and universities which you attended:

School Name #1: _____

Location: _____ Major Field: _____

Date Attended From: : _____ Date Attended to: _____

Degree or Diploma: _____ Degree Date Awarded: _____

School Name #2: _____

Location: _____ Major Field: _____

Date Attended From: : _____ Date Attended to: _____

Degree or Diploma: _____ Degree Date Awarded: _____

School Name #3: _____

Location: _____ Major Field: _____

Date Attended From: : _____ Date Attended to: _____

Degree or Diploma: _____ Degree Date Awarded: _____

Number of Units after last degree earned: _____

Overall undergraduate GPA (on a 4 point scale with A=4.0): _____

Overall graduate GPA (on a 4 point scale with A=4.0): _____

Graduate Record Examination Aptitude Test Score: Q: _____ V: _____ A: _____

List college courses recently completed or in which you are currently enrolled that are in the field of study for the position desired. Attach a sheet if needed to show additional courses:

Course Title #1: _____ Course Number: _____

College or University: _____

Semester units: _____ Grade: _____ Year Completed: _____

Course Title #2: _____ Course Number: _____

College or University: _____

Semester units: _____ Grade: _____ Year Completed: _____

Course Title #3: _____ Course Number: _____

College or University: _____

Semester units: _____ Grade: _____ Year Completed: _____

Related Experience

Please only list experience related to the position you are applying for:

Position 1) Title: _____

School or Agency: _____

City: _____ State: _____

Date Employed From: _____ To: _____

Responsibilities: _____

Position 2) Title: _____

School or Agency: _____

City: _____ State: _____

Date Employed From: _____ To: _____

Responsibilities: _____

Position 3) Title: _____

School or Agency: _____

City: _____ State: _____

Date Employed From: _____ To: _____

Responsibilities: _____

References

Reference Name #1: _____

Title: _____ Phone: _____

Email: _____

Reference Name #2: _____

Title: _____ Phone: _____

Email: _____

Reference Name #3: _____

Title: _____ Phone: _____

Email: _____

Employment Status

Are you currently authorized to work in the U.S.? Yes No

In you're not currently authorized to work in the U.S., please see the Employment webpage on the SDSU International Student Center Website:

http://go.sdsu.edu/student_affairs/internationalstudents/employmentinfo.aspx

Addendums

- ◆ Please see the TA/GA/ISA contract eligibility document attached
- ◆ If applying for a TA position, please see the Appendix E Description of Duties Form attached from the CSU Collective Bargaining Agreement

Please submit this completed application to the Department of Political Science, Nasatir Hall 126

TA/GA/ISA contract eligibility

Eligibility for appointment as a TA, GA or ISA must be verified by the department in coordination with their college Dean's office. Graduate and Research Affairs will provide an Excel spreadsheet that contains information for the first nine criteria listed below for all active graduate students in the college.

Information provided by Graduate Affairs

Student has been admitted to a graduate program, or is continuing as a matriculated student.

Student is not on probation or disqualified.

Student has not graduated.

Student is enrolled (or agrees to enroll in) at least one class per semester while a TA/GA/ISA.

3.00 or higher GPA.

New students: last 60 unit GPA that is used for admissions

Continuing students: post-baccalaureate cumulative GPA = cumulative GPA on transcripts

For master's students that have completed 2 semesters: Program of Study (POS) is filed.

Exceptions may be granted by the college through the 4th semester.

Exceptions for the 5th semester or later must be petitioned to Graduate Affairs.

For Master's students in their final semester who intend to register for 799a:

POS must be approved

Student must be advanced to candidacy

AND thesis committee form must be on file prior to the contract being approved.

Information not provided by Graduate Affairs

Student has not exceeded GA/TA term limits (if the Department or College has limits)

Student's graduate program is in same department as the TA/GA/ISA appointment.

Short-term exchange students not seeking SDSU degree may not be TAs/GAs (ISAs only).

Total TA+GA+ISA workload is \leq 20 hours per week.

Workload matches on ATF and STC.

Contract has 2 signatures.

Appeals

Departments may send requests for appeals for students who do not meet one or more criteria to their college Dean's office. Appeals should then be made by the college to Graduate & Research Affairs.

APPENDIX E DESCRIPTION OF DUTIES FORM

Term:

Supervisor:

Course #:

Title:

Location:

Day/Time:

Employee:

The job duties designated below are required of the employee. Care should be taken to ensure that the time required to complete these duties is consistent with the hours established in the appointment notice. Please check the appropriate items and describe, as applicable:

Attend course lectures

Present lectures Frequency/dates:

Instruction/supervision of sections/courses/labs per week

Preparation

Hold office hours per week

Supervisor/ASE(s) meetings Frequency/duration: Attend pedagogy classes required for training purposes

Read and evaluate student papers. Describe:

Proctor examinations

Perform individual and/or group tutoring

Maintain/submit student records (e.g. grades)

Evaluate student assignments

Provide research assistance

Perform other tasks as assigned. Please list:

The supervisor will perform class observations. Yes No

Teaching Associates are non-exempt employees who may be appointed up to the equivalent of full-time (40hours per week) over the period of the appointment. Graduate Assistants and Instructional Student Assistants are non-exempt employees. CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.

The full-time workweek is a work week of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.

Please refer to Article 26.6-26.11 regarding overtime provisions.