

## Psychology Department Graduate Teaching Assistant Contract

Student \_\_\_\_\_

Phone \_\_\_\_\_

Semester: (circle) Fall Spring 20 \_\_\_\_

TA Assignment Course Number or position \_\_\_\_\_ Supervisor \_\_\_\_\_

**Educational Requirements:** Student will discuss previous coursework and experience with the supervisor. The supervisor may assign additional readings or activities to prepare the student for the assignment. *Time spent on these additional readings and/or activities are to be counted as part of the total hours for that TA assignment.*

**Job Requirements:**

Hours per week for this assignment: \_\_\_\_\_

Tentative Schedule \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Duties Include:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Other duties may arise during the semester that are not included on this list. Time spent in the assigned class is to be counted as part of the total hours for this assignment.*

**Training for TA.** To assure that the Teaching Assistant has been provided with the skills and knowledge needed to carry out his or her duties, the faculty supervisor (circle) **has done** or **will do** the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Performance standards:** Regular weekly meetings with supervisor will take place (day, time; or as needed): \_\_\_\_\_

Students will be evaluated by supervisors at the end of each semester. Concerns on the part of the student or supervisor at any point during the semester may be discussed with the Department Chair and/or the Graduate Coordinator. Students whose performance is exemplary may be nominated for awards. Teaching Assistantships may be revoked for students whose job performance is deemed to be unsatisfactory.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Coordinator

\_\_\_\_\_  
Date

cc: Student, Supervisor,  
Original to Graduate Coordinator