

July 31, 2017

Dear Mr. Avalos Galvez:

I am happy to inform you that you have been selected to be a Teaching Associate for the Cal Poly Pomona Department of Mathematics and Statistics. Congratulations!

To become a Teaching Associate, you must first complete one quarter of training and working as a Graduate Assistant. Your duties as a Graduate Assistant include:

- preparing for and attending some class meetings for SME 501, a class which will train you in different aspects related to teaching math and statistics at a public university;
- holding office hours for students who are currently enrolled in MAT 10, 11, or 12;
- assisting current instructors of MAT 10, 11, 12 with grading and/or in-class work;
- observing other instructors;
- performing other instructional duties as assigned by your supervisor.

Optionally, you may also register for SME 501 (Fall 2017) and SME 502L (Winter 2018) and receive 3 units of graduate level credit for each course. If you register for SME 501/502L, you will be given assignments to earn this credit. Having SME 501/502L on your transcript will show future employers that you take teaching seriously and that you have training in issues of pedagogy and mathematics education.

You will be paid for your work as a Graduate Assistant.

Following one term of satisfactory work as a Graduate Assistant, you are eligible to be assigned as the instructor of record as a Teaching Associate. If given a teaching assignment as a Teaching Associate, you are paid for the number of units in the course (typically MAT 10, 11 or 12, which are each 4 WTU courses).

If you wish to accept your assignment as a Graduate Assistant starting in Fall 2017, to become eligible as a Teaching Associate in Winter 2018, please respond to [cgriffith@cpp.edu](mailto:cgriffith@cpp.edu) by **August 7, 2017**.

Sincerely,

Dr. Berit Givens, Chair  
Department of Mathematics and Statistics  
Cal Poly Pomona

# Graduate Assistant/Teaching Associate Response

July 31, 2017

Diego Avalos Galvez

*(Please sign and date below)*

I accept this appointment as a Graduate Assistant starting in Fall 2017, to become eligible as a Teaching Associate in Winter 2018.

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Signature

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Date