AY (2017-2018) GA Position Requirements Form (GPR)
Please check all that applies and return to GA Office

Student ________________________________ TU ID # _______________ Dept __________________________

Hours
☐ 10-hour  ☐ 20-hour  ☐ Summer  ☐ Fall  ☐ Spring  AY____

Semester:

Graduate (Administrative)
☐ Assist with program assessment, accreditation and learning activities
☐ Assist with program development and enhancements
☐ Participate in recruitment and marketing initiatives
☐ Assist with public relations (e.g. department newsletters, alumni events or contact with the general public)
☐ Plan special events
☐ Guide undergraduate organizations
☐ Other (describe) ________________________________

Graduate Teaching Assistant (Master’s and Doctoral Level)
☐ Run undergraduate laboratory (In-class lab contact hours should not be more than half of the total assistantship)
☐ Assist the professor in preparation of teaching materials and learning resources
☐ Grade class assignments (from a key or rubric of the professor)
☐ Make a presentation as part of a regular class
☐ Lead recitation/help/tutoring sessions for undergraduate students
☐ Provide support associated with instruction, but not being in charge (i.e., instructor of record) of a regular class
☐ Serve as class instructor with mentoring from full-time faculty (MFA or doctoral level TA)
☐ Other (describe) ________________________________

Research Assistant (Master’s and Doctoral Level)
☐ Assist with literature review
☐ Assist with design of the research components
☐ Assist with carrying out the research and with collecting and coding the data
☐ Input data and run reports
☐ Assist with designated aspects of the data analysis
☐ Other (describe) ________________________________

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Supervisor Signature ___________________________ Print _______________ Date _______________

Student Signature ___________________________ Print _______________ Date _______________