



Rules and Procedures for Teaching Assistantships

WMNST 496

Teaching Assistants work under the supervision of a faculty mentor to assist with an undergraduate Women's Studies course. While a teaching assistantship can be a very valuable experience for any student, it is particularly recommended for those who plan to pursue teaching professionally, or those who foresee assuming teaching duties as graduate students.

What do you do as a TA? Here are some typical responsibilities:

- Facilitating group discussions and leading in-class activities
- Managing class resources such as slides, films, transparencies, etc.
- Developing questions for discussion, quizzes, and exams
- Identifying extracurricular events and activities related to the course
- Maintaining the course website and managing communications to students
- Preparing research bibliographies and suggested project lists
- Maintaining a weekly journal of insights, questions, and class observations

How do you qualify to be a TA?

To qualify for work as an undergraduate TA in a particular course, you must have *previously* completed that course and earned a grade of B or above. TAs are chosen entirely at the discretion of the faculty mentor. Students are welcome to meet with the Undergraduate Director in order to discuss responsibilities and requirements and to be registered for WMNST 496 credits. Students can count only 6 credits of any one independent learning experience towards Women's Studies. *The forms in this packet must be submitted prior to registration for a teaching assistantship.*

What is the workload like?

You should anticipate that a teaching assistantship will be at least as demanding as a regular 400-level course. Be prepared to devote the necessary time and energy to the course. University guidelines dictate that for each credit of WMNST 496 a student must work 3 hours per week. So, to earn 3 credits of WMNST 496 you are expected to work a minimum of 9 hours per week for each of the 15 weeks of a fall/spring semester, or 18 hours per week during a 6-week summer session. Time spent attending class, reading, or performing other duties directly related to assisting with the course count toward this total.

Occasional clerical work (such as collating or entering grades into the grade book) may be necessary but should not comprise the TA's primary duties. Both TA and faculty mentor should anticipate possible peaks and valleys in scheduling based on the course syllabus and discuss potential time conflicts, and possible adjustments to workload and duties, at the beginning of the semester.

How will you be graded?

The faculty mentor will outline specific duties, expectations, and evaluative measures, and all these details should be written into the application form you will fill out. In addition to providing feedback, faculty mentors are expected to meet with TAs at least weekly. All coursework assigned by the faculty mentor is due by the final day of regular classes, and your grade will be based on your performance (Note: Undergraduate TAs in Women's Studies are *not* permitted to grade other students' work.)



Teaching Assistantship Application

WMNST 496

Name

Expected date of graduation

For which course are you applying to serve as a Teaching Assistant?

WMNST _____

#

_____ *Course title*

Section #

Schedule #

Instructor

Please list your major(s) and minor(s) below:

Have you served as a Teaching Assistant before? If so, please list the course(s):

Please indicate (below or on a separate sheet of paper) your reasons for pursuing a teaching assistantship, how you see the experience aligning with your educational and/or professional goals, and the characteristics that you believe will make you a good teaching assistant

Please attach a copy of your transcript for verification of your eligibility to serve as a TA.



PennState
College of the Liberal Arts
Department of Women's, Gender, and
Sexuality Studies (wgss.la.psu.edu)

Terms of the Teaching Assistantship WMNST 496

The following information must be provided (either on this form or on a separate sheet of paper) and submitted with the attached Signature Form before a student can be registered for WMNST 496.

Number of credits _____

To be completed (semester/year) _____

■ **Work Plan**

Describe in as much detail as possible the student's workload

■ **Method of evaluation**

On what criteria will the student's final grade be based?

