

1. The Assistant Dean of Graduate Education and Admissions and the Assistant Dean of the Specialized Master's Programs will contact all eligible MS students (those that have successfully completed their first year of courses) to determine interest in serving as TA's during the upcoming academic year. This will occur in the spring or summer semester.
2. All eligible interested MS students will be asked to complete FERPA training. The list of MS students will be sent to the registrar's office by the Executive Director for Student and Academic Services. As the students complete FERPA training, the registrar's office will notify the Executive Director for Student and Academic Services. The students must complete FERPA training every 2 years to be compliant.
3. All eligible interested MS students will be asked to complete the TA Boot Camp course. The list of MS students will be sent to the Center for Innovative Learning (CIL) by the Executive Director for Student and Academic Services. As the students complete the TA Boot Camp Course, CIL will notify the Executive Director for Student and Academic Services. The students only need to complete the TA Boot Camp Course once during their tenure at UNTHSC.
4. The Assistant Dean of Graduate Education and Admissions will coordinate with the course directors to obtain information related to TA activities for their courses. The course directors will be asked to suggest students that they believe will be good TA's for their courses.
5. The Assistant Dean of Graduate Education and Admissions will contact all MS students requesting information regarding their preference of topics and other pertinent information. Student preferences need to be made in consultation with their major professor. The Assistant Dean of Graduate Education and Admissions will assign all eligible MS students to serve as a TA in the courses requiring TAs and notify the students and their major professor.
6. The Assistant Dean of Graduate Education and Admissions will notify the registrar's office about the specific assignments and the registrar will ask the students to complete the EIS Student Records Access Authorization Form. The Assistant Dean of Graduate Education and Admissions will sign off on the EIS Student Records Access Authorization Form as the supervisor of the student for this specific task.
7. The registrar's office will then register the students in the specific course as TA's so that the students have access to the course on Canvas. The Assistant Dean of Graduate Education and Admissions will send the list of students serving as TA's to the course directors.
8. It is expected that the students will fulfill their obligations as TAs based upon the needs of the specific courses and the requests of the course directors. It is expected that the course directors will work closely with the TAs to provide a meaningful teaching experience.
9. All TAs will be evaluated at the end of the course by the students in the class, using the standard student evaluation on-line system. TAs will also be evaluated by the course director.

10. All course TA assignments will be tracked annually by the Assistant Dean of Graduate Education and Admissions.
11. Each MS student will receive pay at an hourly rate of \$13/hour and will be limited to 80 hours/course. Ideally, no MS student will serve as a TA in more than one course/semester and no more than 2 courses over the academic year.
12. The TA will be required to report their weekly hours through EIS. The Assistant Dean of Graduate Education and Admissions, or his/her proxy, will confer with course directors regarding the number of hours reported. The Assistant Dean of Graduate Education and Admissions, or his/her proxy, will verify and certify the hours reported through EIS.