

1. All first year PhD students will be asked to complete FERPA training. The list of PhD 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.
2. All first year PhD students will be asked to complete the TA Boot Camp course. The list of PhD 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.
3. Once the PhD students have completed FERPA training, the TA Boot Camp, and the oral qualifying exam, they are required to serve as Graduate Teaching Assistants (GTAs) each year. Exceptions may be granted for students in their final year of dissertation work or those approaching the 130 SCH limit.
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 PhD 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 PhD students to serve as a TA in the courses requiring TA's and notify the students and their major professors.
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 TAs 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 TAs to the course directors.
8. It is expected that the students will fulfill their GTA obligations 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.