

DEPARTMENT OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE
APPLICATION FOR TEACHING ASSISTANTSHIP

FOR: Fall Term Spring Term (apply after Oct. 1)

Name (print) _____ MIT ID No. _____
 MIT Office _____ MIT Extension _____
 Term Address _____ Valid Until _____
 _____ Phone _____
 Perm. Address _____ Email _____
 _____ Phone _____
 Department _____ Citizenship _____ Visa Type _____

Date of SB Degree _____ School _____ Major _____
 Date of entry to MIT Grad. School _____
 Are you: in the SM or PhD program or a MEng student
 Are you a VI-A Student? _____ If yes, Company name _____
 Have you ever been a TA before? _____ How many terms? _____
 Current Term Support _____ Expiration Date _____
 Will you hold a fellowship during the period for which you are applying? _____
 Graduate Degree Date Rec'd or Expected Thesis Supervisor (or School if not MIT)
 Master's _____
 Doctor's _____
 Technical Interests _____
 Academic Advisor _____ Graduate Area I II III IV V VII (circle one)
 Other Faculty References _____

Assignment Desired (List several course 6 subjects in order of preference)

Comments:

***PLEASE READ GENERAL INFORMATION BEFORE SIGNING** _____

DATE _____

Offer	from	UGO	Due	
Sent	to	GO	Hold	Rate:
Subject	Role	Supervisor		I-9 Form

GENERAL INFORMATION

Applications may be made for any of the following periods:

Academic Year	September 1 to May 31	Due previous March 31
Fall Term	September 1 to January 15	Due previous March 31
Spring Term	January 16 to May 31	Due previous October 31 (apply after Oct. 1)

Teaching Assistantships are available only to graduate students in good standing. MEng students are not eligible for Assistantships after their third regular graduate term, and SM students after their fourth regular graduate term, unless they have completed a Masters thesis. Regular full-time appointments are accompanied by tuition awards. All appointees, whether US citizens or not, will need to present evidence of employability meeting current Immigration Service requirements. Teaching Assistants may also be asked by the Student Financial Aid Office to provide information about financial need in an attempt to secure College Work Study Program funds for the Institute.

Teaching Assistants are expected to be on campus and available for departmental assignments beginning ten calendar days prior to Registration Day (unless their appointments start after that date), and must contact their supervisors by that date. TAs are also expected to be available for proctoring examinations and grading papers after the end of scheduled classes. Except for the ten-day period mentioned above, Assistants will not normally have Departmental teaching assignments during IAP, but instead will be expected to make progress in their degree programs.

It is occasionally possible to arrange less than full-time appointments. Requests for such appointments will be granted only if appropriate teaching assignments are available. Fellowship students participating in the Department's teaching program may hold special appointments providing partial salary or tuition support.

Full-time Teaching Assistants are expected to devote an average of 20 hours per week to their teaching duties. They are limited to a maximum registration of 27 units of regular subjects or thesis, but may also receive academic credit for their teaching activities by registering for 6.981, Teaching Electrical Engineering and Computer Science. **Teaching Assistants must not be registered for the subject to which they are assigned as a TA.** Other employment, either within or outside MIT, is not normally permitted.

Applicants' subject and grade records may be obtained from the Registrar's Office and used in assessing applications and assigning teaching duties. Each Teaching Assistant's performance is evaluated by his or her supervisor at the end of each term. These evaluations inform the Assistant about his or her progress and help the Department make future teaching assignments.

TO ALL APPLICANTS

To help us optimize support opportunities for you and your fellow graduate students, please:

- Withdraw your application promptly if you find you no longer need to be considered for a Teaching Assistantship. (This can be done by seeing Lisa Bella in 38-475.)
- Notify us of any change of address. If you are applying for the Fall Term, it is important that we know where you can be reached during the summer. If you are applying for the Spring Term, we need to know how to reach you during IAP.
- Students currently pursuing the MEng degree should submit their applications to the Undergraduate Office, Room 38-476; all others (SM, EE, ECS, PhD, ScD) should submit their applications to the Graduate Office, Room 38-444.