

DEPARTMENT OF MATHEMATICS

APPLICATION FOR GRADUATE TEACHING ASSISTANTSHIP INFORMATION SHEET - FALL 2008

DEADLINE: June 30, 2008. Late applications are accepted.

**You should expect to receive e-mail from us shortly after your application has been received and an update on the status of your application between June 31 and July 7.
Please read the following information sheet carefully and keep it for future reference.**

If you have any further questions, please contact

Ms. J. Morris - MATH 820; (765) 494-5964 - or send e-mail to saerens@math.purdue.edu

The application form mentioned here is only for graduate students from Departments other than Mathematics, who have never been employed by the Department of Mathematics as Graduate Teaching Assistants *and* have not passed the Department of Mathematics' screening. If you are from a Department other than Mathematics and have passed the Department of Mathematics' screening but are (were) not employed by the Department of Mathematics during this (last) semester, you should ask (as soon as possible) for a *Fall Schedule Card* from MATH 820.

In order to be eligible to apply for a Graduate Teaching Assistantship (= TAship) for Fall 2008, you must

- (i) be a full-time graduate student working towards a degree at Purdue during the semester(s) of employment;
- (ii) not be employed by another Department for Fall 2008;
- (iii) be eligible to start 1/2-time employment on August 18, 2008 and be free for the whole week of August 18-22, 2008.

A complete application consists of a completed application form, an unofficial copy of all your transcripts (after high school) and of your TOEFL scores (if applicable to you). Please note that a print-out of SSInfo is *not* acceptable for a Purdue transcript. **Applications submitted electronically will not be accepted.** Applications for TAships are only accepted at specific times: mid-March till end of June for Fall applications; mid-October till mid-November for Spring ones. Screening slots are not given a "first come first serve" basis. All applications completed and received by the deadline are considered for the first distribution of screening slots. Applications completed after the deadline are accepted and are considered for the distribution of additional screening slots. Applications are not carried over to the next semester. International students should only apply if their visa status allows (or will allow) them to start employment immediately after being hired. There is not sufficient time between being hired and the start of classes to change visas, to change the sponsorship of an I-20 or DS-2019, or to obtain permission from INS to be employed. International students with questions about employment eligibility should contact their department or ISS at (765) 494-5770. If you are waiting to get a visa, list which one you plan to apply for and who will be listed as your sponsor. Send us an update when you received your visa. This application process is *not* one that allows you to count on this job to obtain a visa.

Only applicants with extensive teaching experience (preferably in the US) *might* be considered for an early offer (i.e., before participating in the screening). Otherwise hiring decisions are not made until after the screening which takes place in the week before classes start. Depending on how many screening slots are available, some applicants will be selected on the basis of their application to participate in the screening (on the Tuesday before classes start) and in a series of teaching workshops which take in most of the rest of the week before Fall classes start. Attendance at both the screening and training is mandatory. The goal of the screening is to evaluate the applicants' language, communication and teaching skills. Additional information about the screening and on how to prepare for it, will be provided to those chosen for the screening. New TAs are hired from among those who pass the screening or are on the current teaching waiting list. Students who pass the screening and are not hired for that semester, are kept on a teaching waiting list for one year. People who passed our screening need not participate again in it.

New TAs are hired for 1/2-time positions. 1/4-time appointments are rarely available for the Fall. A 1/2-time TA should expect to work on the average 20 hours per week (including during finals week). New TAs without teaching experience are usually given a recitation assignment while new TAs with previous teaching experience might be given an Algebra course to teach on their own. The Department of Mathematics does not hire TAs to teach specific courses and does not hire graduate graders. TAs' assignments change each semester and might have increasing levels of responsibility attached to them. New TAs are paid \$6,900 (as of July 1, 2007) for a semester and receive a tuition and fee reduction for the semester of employment (down to approximately \$ 743 for US students and \$ 803 for international students). Check with your Department about additional College or School fees that are not waived. Employment is on a semester by semester basis, though, whenever possible, it is continued for those TAs whose performance is better than satisfactory, who are full-time students working towards a degree and are not employed elsewhere. We always employ fewer TAs in the Spring than in the Fall.

We need to be able to reach you once you turn in your application. So please send e-mail to the above address if you will be out of e-mail contact for more than three days. If we cannot reach you (especially in the Summer and close to the screening), we cannot let you know that a screening slot became available for you. **International students not currently in the US should send us e-mail about when they plan to arrive and should go to MATH 820 upon arrival to provide us with a local phone number.**

Please make sure that we can contact you at all times.

Inform us by e-mail promptly of any changes of address, phone number or status.