

DEGROOTE SCHOOL OF BUSINESS
UNDERGRADUATE TEACHING ASSISTANTSHIP APPLICATION FORM

Application forms are to be submitted by **MONDAY, DECEMBER 5, 2012**. Please include a copy of your resume. You will be contacted by the instructor of the course or by Sandra Stephens before **FRIDAY, JANUARY 6, 2012** if you have been assigned a T.A. position. Assignments will be posted on the T.A. Bulletin Board on the 2nd floor (near the Dean's Office) on or about **FRIDAY, JANUARY 6, 2012**. Confirmation letters and payroll forms will be available from the Dean's Office if a T.A. position has been awarded to you. A time limit for reporting to the supervising instructor and to the Dean's Office will be strictly enforced. It's is your responsibility to observe all required procedures and deadlines.

THIS FORM IS USED FOR PURPOSES OF ASSIGNMENTS AND MUST BE COMPLETED IN FULL.

1. Name: _____ Student Number: _____

Address _____

Local Phone Number: _____ E-mail address: _____

2. Term for which request is made (MM/YY): _____

3. Please list specific courses here as per the enclosed list of TA positions available in order of preference.

1st _____, 2nd _____, 3rd _____

4. What was your undergraduate major? _____

5. List all undergraduate courses that may be relevant to your request, along with grades achieved and where taken: (if additional space is required, please enclose an additional sheet of paper)

COURSE	COURSE TITLE	WHERE TAKEN	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. List computer experience; e.g., programming languages, software packages, etc. with which you are familiar:

7. If you were a teaching assistant previously, in which Area did you work//and who was your supervisor?

_____//_____

8. Are you gainfully employed outside the University? _____ Hours per week

In accordance with the McMaster University Statement on Collection of Personal Information and Protection Privacy, I, hereby, give permission allowing my academic transcript to be shared with the appropriate faculty and staff to determine my eligibility for a Teaching Assistant position.

Signature