

CARLETON UNIVERSITY
School of Computer Science
UNDERGRADUATE STUDENTS only

APPLICATION FOR TEACHING ASSISTANT ASSIGNMENT: Summer 2008

DEADLINE: Friday, April 18, 2008

**Return to Linda Pfeiffer, School of Computer Science, Room 5302 Herzberg Bldg.,
1125 Colonel By Dr., Ottawa, ON Canada K1S 5B6 Email: linda@scs.carleton.ca**

Name _____ Degree & Year of Study _____

Student No. _____ I have a valid Social Insurance Number (SIN) ___yes ___no

Telephone No. _____ Email _____
{Where you may be contacted concerning your application and assigned course}

Course Teaching Assistant

- Duties may include marking of students' work, consultation with students, exam proctoring and other duties to be assigned by the supervisor (the course instructor).
- Please list, *in order of preference*, at least three Computer Science courses for which you are qualified, and would like to be a course TA. Due to operational needs, you may be offered a course you have not listed.
- **TUTORIALS:** Students interested in assisting with the running of tutorials (see description on reverse side of this form) for **COMP 1001, 1002/1402 1005/1405, 1006/1406 or 1805** should indicate this on the form.
- Refer to the course schedule at Carleton Central for courses being offered.
- Attach your most recent academic audit or Carleton transcript.

Course preferences {in order of priority}:

- 1.
- 2.
- 3.

Previous experience: List previous TA positions or equivalent experience

Course # of previous TA position(s)	Term & Year	Name of Course Instructor	Comments
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Please write any additional comments in the following space or provide an attachment. Such information might include relevant courses taken and grades obtained.

I understand that if hired as a Teaching Assistant, I must record and return all marking in a timely manner, be available for all assigned consulting and laboratory hours, maintain close contact with the course instructor and that I may be expected to attend regular meetings/appointments with my supervisor (the course instructor) as part of my duties.

Signed Date

Assignment offers will be sent by email in late April or early May and will also be posted outside rooms 5302 and 5320 Herzberg Building. Please confirm your acceptance within four (4) working days.

Tutorials

The School of Computer Science has added scheduled tutorials to COMP 1001, 1002/1402 1005/1405, 1006/1406 and 1805 for the Summer term. For these courses, in addition to the regular TA duties of holding office hours and marking assignments, the School will be seeking qualified and motivated students with good communications skills to assist with the running of the tutorials. Assisting with a tutorial could involve some or all of the following depending on the format being used by the course instructor:

- assisting with questions and solutions for the tutorials
- presenting the tutorials
- being available to assist students during the scheduled tutorial time slots

In order to assist with a tutorial you would need to be available for the tutorial time slots. Please refer to Carleton Central for the schedule at <http://www.carleton.ca>

Students working in the tutorials during Fall/Winter report that they find the experience challenging but very rewarding and most often request to be reassigned the next term.

Please be clear on your form whether you are indicating an interest in the tutorial portion of the course.