

# Teaching Assistantship Certification



## GEOPHYSICS DEPARTMENT

All Geophysics Ph.D. students are required to be appointed as a quarter time Teaching Assistant for at least two quarters. As defined in the Administrative Guide Memo 24.2, a Teaching Assistant works with a faculty member who has primary responsibility for a course, or assists a group of students in several courses. Teaching Assistants are required to do in class teaching, however they should not give more than 50% of the lectures during a quarter.

Duties include, but are not limited to:

1. Preparing for class sections and/or laboratories where new material may be presented.
2. Presenting material in classroom or lab setting.
3. Marking and/or grading some portion or all of the exams or papers (but not independently assigning the final grade).
4. Holding regular office hours.

### STUDENT INFORMATION

Student Name \_\_\_\_\_  
Student ID \_\_\_\_\_  
Course \_\_\_\_\_  
Quarter \_\_\_\_\_  
Year \_\_\_\_\_

### TEACHING ASSISTANTSHIP CERTIFICATION

- Attended VPTL Teaching Assistant Orientation
- Student taught at least one class
- Student held regular office hours

### PROFESSOR VERIFICATION

Printed \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**Return to Rachael Madison, Student Services Manager**