



Teaching Assistantship Registration Form (279, 379, 479)

Teaching Assistantship (1-2 credits)

Teaching assistantships provide students the opportunity to participate in multiple aspects of teaching in a classroom or laboratory environment, receiving close mentoring from their supervising faculty members and in turn serving as mentors for other students. Teaching assistants participate in activities such as class or lab preparation, individual tutoring, class instruction, and course assessment. Each hour of academic credit for a teaching assistantship entails 45 hours of documented work (generally 3 – 4 hours per week).

Prerequisites: by invitation only; normally students will have taken in a prior semester the course(s) for which they are serving as teaching assistants. One cannot TA for a course in which one is currently enrolled. No more than 6 credits toward graduation may be earned in 279, 379, 479 assistantships.

Course Prefix _____ Course Number 279 379 479 Semester Hours (1-2) _____ Semester _____ Year _____

Course Number _____ Course Name _____ you will be assisting in

Name of Instructor of Record _____

Name of Student _____ Brevard College ID: _____

Instructors, please attach the following information to the signed TA Registration Form:

1. One or two academic *Learning Goals* for the Assistantship (What will the student learn by the end of the course?).
2. Two or three *Learning Outcomes* from the assistantship (What knowledge, skills, attitudes, and/or habits will the student develop in order to achieve the course's learning goals?).
3. Two or three key *Assessment Methods* (assignments, tests, leadership responsibilities, etc.) that the student will complete and you will assess to determine if the student is *achieving* the learning outcomes (formative assessment) and *has achieved* the learning goal(s) (summative assessment). Goals, outcomes, assessment methods, and results should be supervised through the student's X79 course Canvas site.
4. TA assessment results should go to the division chair who approved the TA. Chair and appropriate program coordinators confer on TA assessment results.
5. Other Activities for which the student will be responsible: _____

I understand that by the virtue of my role with Brevard College as a Teaching Assistant, I may have access to education, medical and/or financial records containing personal identifiable information (written and/or verbal) about current and former students, the unauthorized disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA).

I have read and understand the FERPA Policy Statement of Brevard College.

I **understand** that my failure to abide by these policies and procedures related to confidentiality of information could result in disciplinary action including removal of my Teaching Assistant registration.

Signature of Student

Date

Signature of Instructor of Record

Date

Signature of Major Coordinator for Course

Date

Signature of Chair of the Division for Course

Date

Please Return to the Office of the Registrar Beam Administration Building
DUE NO LATER THAN THE END OF THE ADD PERIOD FOR THE GIVEN SEMESTER

Date Received in the Office of the Registrar _____ Date Processed _____