

INTERNATIONAL TEACHING ASSISTANTSHIP CHECKSHEET

Student's Name _____

Appointing Department/Unit _____

Period of Appointment _____

1. Major duties assigned as per this contract (**check only one**):

_____ Teaching

_____ Research

_____ Other/Administrative

2. If the student is assigned to teaching duties:

Do the student's duties primarily involve indirect teaching (i.e. grading papers, class preparation or assisting faculty) or direct teaching (i.e. assisting in lab sections, help sessions, or any direct contact with students)?

_____ Indirect

_____ Direct (Complete section 3)

3. International Teaching Assistant (ITA) exam taken:

_____ yes

_____ no

If yes, has the student: _____ passed _____ conditional assignment _____ failed

If no, has the department scheduled the test? _____ yes _____ no

If is student has **not** passed the ITA oral examination and **is** being assigned teaching duties, or **is** being assigned teaching duties beyond the restrictions of the restricted pass, it is understood that the department is making arrangements for the student to take the oral exam. If the student fails the exam or fails to have the restrictions removed, it is further understood that the department must reassign the student accordingly.

Departmental Representative