

<b>For Office Use ONLY</b>	Date Received	TA History	GPA	Recommending Faculty
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## Application for Teaching Assistantship

The University of Texas at Dallas requires full-time teaching assistants (TAs) to be enrolled in 9 semester credit hours each semester and be expected to work twenty hours a week. To be eligible for a TA-ship, the applicant **must** have completed/or be currently enrolled in 9 semester credit hours of graduate course work at UTD prior to applying. TA appointments are made on a semester basis with possible renewal. An evaluation will be completed at the end of semester.

NAME: \_\_\_\_\_  

Last
First
Middle
Net ID

Current Address: \_\_\_\_\_  

Street/Apt #
City
State
Zip

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  

(Area Code) Number
net-id email address

**ALL Applicants:** Please be as specific as possible when answering the following questions. Failure to provide complete information will decrease your chances of being selected. You must re-apply for an assistantship each semester.

Are you or have you previously been a TA in Mechanical Engineering at UTD? \_\_\_\_\_ If so, list semester and assignment. \_\_\_\_\_

Have you been or are you now employed elsewhere at UTD? \_\_\_\_ If so, list department and dates of employment.  
 \_\_\_\_\_

Semester Admitted to UTD: \_\_\_\_\_ Concentration Area: \_\_\_\_ DSC \_\_\_\_ MDI \_\_\_\_ MM \_\_\_\_ TFS

Are you currently enrolled in the Ph.D. program? \_\_\_\_ Yes \_\_\_\_ No Passed Qualifying Exam? \_\_\_\_ Yes \_\_\_\_ No

If Ph.D. student, who is your research advisor? \_\_\_\_\_

If MS student, when do you expect to graduate? \_\_\_\_\_ Thesis advisor \_\_\_\_\_

Undergraduate GPA or % \_\_\_\_ Current Graduate GPA: \_\_\_\_ Other Graduate GPA: \_\_\_\_ From: \_\_\_\_\_

GRE Scores: Analytical \_\_\_\_ Quantitative \_\_\_\_ Verbal \_\_\_\_ TOTAL \_\_\_\_ TOEFL Total Scores: \_\_\_\_\_

**English Proficiency (oral screening may be requested by appointment committee)**

Check all that apply:

\_\_\_\_\_ My Primary language is \_\_\_\_\_

\_\_\_\_\_ I was educated in the United States.

\_\_\_\_\_ I was educated in \_\_\_\_\_ where the dominant language is English.

\_\_\_\_\_ My formal education has been primarily in English.

\_\_\_\_\_ I have taught courses in my discipline in English for \_\_\_\_ years.

\_\_\_\_\_ My professional and personal language of communication is English.

\_\_\_\_\_ Other: \_\_\_\_\_

Please list any skills with which you can assist as a TA:

NAME:

Last

First

Middle

Net ID

Fill in the requested information for all courses you have taken (or are currently taking) at UTD (or its equivalent elsewhere).

Course Number and Name	At UTD			Elsewhere University
	Semester (Fall, Spring)	Grade	Instructor	

List up to 3 classes from the following lists that you would prefer to be assigned to (in decreasing order of preference):  
<http://catalog.utdallas.edu/now/undergraduate/courses/mech>

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

**Application Materials** *(you must turn in all items, or application will be considered incomplete, and not under consideration)*

- \_\_\_\_\_ Teaching Assistantship Application (this document)
- \_\_\_\_\_ 2-page Resume
- \_\_\_\_\_ Essay – 200 words on why you want to be a teaching assistant (include details on which area concentration you would like to assist in teaching, previous experience, and how being a TA will further your goals)
- \_\_\_\_\_ The names of two MECH faculty members, who may act as references, must be provided.

#1 \_\_\_\_\_

#2 \_\_\_\_\_

I certify that I have supplied all information available at present and that the information is correct to the best of my knowledge. I further understand that the information submitted herein will be used by the Mechanical Engineering department in determining whether or not to offer me an assistantship, and that the submission of false information is grounds for rejection of my application, withdrawal of any offer, termination of assistantship or disciplinary action.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**Applications can be submitted electronically to [ContactME@utdallas.edu](mailto:ContactME@utdallas.edu)**