

**Graduate Teaching Assistantship (GTA) Application for
Graduate Students Teaching Undergraduate Programs
For the _____ Academic Year**

Updated 3.22.2017

Which is your primary department? Check one:

_____ Department of Environmental Science & Policy

_____ School of Systems Biology

Name: _____ G#: _____ Advisor _____

Address: _____ Phone: _____

GMU Email: _____

Domicile status: In-State _____ Out-of-State _____

Have you ever held a position as a TA? _____ If so, in what class? _____

If yes, for how many years were you a TA? _____ (**4 years guaranteed for Ph.D's)

Have you held an RA position? No ___ Yes ___ If so, with whom? _____

Any other source of funding? _____

Status: Enrolled Ph.D. Student Enrolled M.S. Student
 Applicant to Ph.D. Program Applicant to MS Program

Application Process

New Applicants

- When you apply online, please select the RA/TA option for consideration to any open position.
- Once you are accepted into the program, your application will be forwarded to the department/school for which you are most interested. Please state this on your application. If they are interested in your application, you will be called for an interview.

Returning Students

- If you have never held a GTA, please submit your application early to one of the contacts listed on page three of this application.

Renewing your current assistantship

- **ALL TA's need to reapply! Renewal is NOT automatic.** This is the only way we will know that you wish to be renewed. Please contact your course coordinator through email and copy your contact person (page 3 of this application). No exceptions!

International Students: Please demonstrate your competency to teach in English. Please submit your TOEFL or IELTS exam scores and a demonstrated knowledge of conversational English.

Please answer the following questions (please use additional pages if needed):

1. Have you previously taught at George Mason? _____ If yes, specify courses taught and supervising faculty member:

2. Have you previously taught at another college or university? _____ If yes, please elaborate:

3. What lab courses would you like to teach?

Examples:

Dept. of Environmental Science & Policy – Ecosphere, Biological Diversity & Ecosystems, Environmental Biology: Molecules & Cells, Conservation Biology, Environmental Policy: Developing Countries, Environmental Microbiology
Dept. of Biology/ School of Systems Biology - Introductory Biology, Human Anatomy & Physiology, Ecology & Evolution, Biostatistics

Be aware that you must have a substantial background in the appropriate subject matter to be qualified to teach in that field. Be very specific.

Graduate Teaching Assistants (GTAs) will be selected based on qualifications in the subject matter and teaching experience. GTA appointments will be made after review by a faculty member coordinating the course in question and by the Chair/Director of the appropriate undergraduate or graduate program. GTAs generally teach laboratory sections in undergraduate courses.

Transcripts

At the time you submit your application, make sure copies of your undergraduate and graduate (if applicable) transcripts are attached to the application.

Compensation

- Graduate Teaching Assistants receive a fixed stipend and typically teach three lab sections per semester, but assignments may vary.
- GTAs qualify for tuition remission up to 6 hours of tuition per semester (subject to availability of funds) from a tuition remission budget.
- Subsidized Graduate Student Health Insurance (**for PhD students only**) <http://provost.gmu.edu/graduate-student-health-insurance/>. Insurance is only offered in the fall semester unless special admission and appointment occurs in the spring semester.

Conditions and Terms

Renewals are not automatic! Graduate students must be making adequate progress toward their degree to renew their appointment!!!

****Ph.D. students:** May be renewed for a maximum of **four** years under the same conditions. Extensions of one year may be made at the discretion of the Course Coordinators and the Department Chair, upon request of the student’s major advisor.

M.S. students: Out-of-state master’s students receiving a TA will be compensated only for in-state tuition. The remaining amount will be the responsibility of the student. Appointments will be re-evaluated on a year to year basis.

Please note the GTA appointment does not cover student fees. All fees are the responsibility of the student.
<http://studentaccounts.gmu.edu/wp-content/uploads/FY17COSCourseFees.pdf>

Please attach a CV to your application and sign on the line below to agree to the terms specified on this application.

Signature

Date

CONTACTS

Interested students should send applications through email to the following contacts:

Sharon Bloomquist

Graduate Program Manager, Department of Environmental Science & Policy
3039 David J. King Hall, Fairfax Campus, MSN: 5F2
George Mason University
Fairfax, VA 22030
Email: sbloomqu@gmu.edu

Dr. Alonso Aguirre is the Chair of the Department of Environmental Science and Policy and the faculty contact for Environmental Science and Policy.

Joanne Zimmerman

Academic Administrative Specialist, Department of Biology
1202 Exploratory Hall, MSN: 3E1
George Mason University
Fairfax, VA 22030
Email: janders8@gmu.edu

Dr. Larry Rockwood is the Chair of the Department of Biology and the faculty contact for biology positions.

Diane St. Germain

Graduate Student Services Coordinator, School of Systems Biology
312D Colgan Hall, MSN: 5B3
George Mason University
Manassas, VA 20110
Email: dstgerma@gmu.edu