



Cornell University
College of Human Ecology

Undergraduate Application for Teaching Apprenticeship

iPhone/iPad/MAC users-please use Adobe to complete this form, Apple Preview does not save the form properly.

Requirements and procedures on reverse

If you have met all the requirements, obtain Instructor approval, then submit form to Department for approval and submission to the College Registrar. If you do not meet all the requirements, please consult with the instructor. If they are willing to waive the requirement(s) you haven't met, the instructor needs to complete the waiver section below before forwarding for Departmental approval.

Student's name _____ Student ID _____ Net ID _____

Student's major _____ Sophomore Junior Senior GPA _____

Course applying to TA for _____
Course name, number and title

Semester and year you took the course _____ Grade received _____

Number of credits of Independent Study (4000, 4010, 4020, 4030) you have received to date, please list:

Dept course name, number, and credit hours

Applying to TA for DEA 4030 FSAD 4030 HD 4030 NS 4030 PAM 4030

Semester and Year Instructor Section 4030 Class #
Check with Dept Check with Dept

Grade option letter S/U Number of credits (max 5cr)
Check one Check with Instructor

Preparation/Assignment _____ Meeting with Instructor Class or section day/time
Time commitment (average hours per week). Students should plan on spending 3-4 hours per week for each credit. Not necessarily every week

Instructor Waiver

This student does not meet the following requirement(s) _____
 but I am willing to waive these because: _____

Signature _____ Date _____

Instructor, Department and Registrar Approvals

Instructor approval _____
Signature of Instructor - Please see notes on supervision on reverse Date

Departmental approval _____
Signature of Director of Undergraduate Studies Date

Registrar approval _____
Signature of Registrar Date

Requirements and Procedures for the Undergraduate Application for Teaching Apprenticeship in the College of Human Ecology

- Students cannot TA the same course for credit more than once nor can take and TA the same course simultaneously.
- Please be advised that special study courses such as 4030 - teaching apprenticeship, do not fulfill any requirements towards your major. College policy states that students cannot use more than 12 credits of 4000, 4010, 4020, or 4030 courses towards graduation.
- Registration for this course may not exceed 5 credit hours per semester.

Prerequisites for 4030 registration	for each student's major ✓ = required, ■ = not an option				
	DEA	FSAD	HD	NS	PAM
Student must have an average of at least 3.0 at Cornell	✓	✓	✓		✓
Student must have junior or senior status	✓	✓	✓		✓
Student may have sophomore status	✓	✓	■		■
Student must have taken the course applying to TA for and received the following grade or higher	B	B	B+		B+
The following courses must have been completed or taken concurrently with 4030			HD1150*		PAM 2300

* and two additional HD courses OR equivalent course work in Psychology or Sociology.

Participation as a Teaching Apprentice may include:	for each major ✓ = possible, ■ = not an option				
	DEA	FSAD	HD	NS	PAM
Leading discussion sections, or demonstrations	✓	✓	✓	✓	✓
Developing and presenting mini-lectures, on special topics	■	✓	✓	✓	■
Preparing items for course exams	■	✓	✓	✓	✓**
Grading	✓	✓	✓**	✓	✓
Participating, under faculty supervision, in critiques of student work, e.g., exercises, tasks, reports.	✓	✓	✓	✓	✓
Assisting in studio and/or laboratory classes		✓		✓	

** If the TA participates in exam scoring, this must be done only under close supervision by the course instructor with several persons participating in determining the grade for any single individual. Undergraduate TA work (e.g. term papers, research projects) must be limited to preliminary review for the TA's intellectual benefit. Grading of such work is the responsibility of the course instructor.

Supervision necessitates the following:

- At least 1 to 2 hour weekly group or individual meeting with course instructor.
- Explicit statement of basis for evaluation of the student's work based on standards of performance in the various areas encompassed.
- Instructor visitation and evaluation of TA led sections at least twice during the semester as well as extensive training by instructor.