

TEACHING ASSISTANT (TA) POLICY

DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

Course Qualifications

To qualify for a TA, courses must meet the following guidelines:

- Submit TA Request Form to Academic Affairs Committee via Office of Educational Programs
- Score 40 or above on formula:
Credits x Enrolled Students = 40 or greater
Example: 3 Credits x 15 Students = 45 (Qualified)
- Courses with more than 100 students qualify for 2 TAs

*Courses that do NOT meet these guidelines may request an exception to the policy by petitioning the Educational Programs Committee via a TA Request Form.

Compensation

TA compensation will be paid according to the level of work and expertise that is required by the course. TAs will receive the appropriate level of pay regardless of the number of TAs assigned to the course.

- *Level I:* Basic course assistance including class attendance, content knowledge, grading, limited email communication, etc.
\$1500 per term
- *Level II:* Advanced course assistance including tasks in Level I, essay grading, labs, high levels of e-mail activity, possible lectures by TA, Homewood courses** and distance education courses.
\$2000 per term
**One semester is equivalent to two terms.
- *Proctors, Graders, and other assistance*
\$25.00 per hour

Posting

The Office of Educational Programs will arrange advertisement of TA positions once the TA Request Form has been submitted. All TA positions must be publicized through EHSSO. In addition, positions may be publicized via bulletin boards, and/or email distribution to all EHS students. A description of the TA duties will be included in the announcement. Interested students should respond to the Senior Academic Programs Coordinator.

Eligibility

- Students who wish to apply for a TA position must obtain their advisor's approval prior to applying for the TA position. This authorization should be submitted to the Senior Academic Programs Coordinator via email at: nkulacki@jhsph.edu
- Students may serve as a TA for two courses.