

DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

Policy and Procedures

Date Approved: June 28, 2010

Date Effective: AY 10-11

Date Revised: 06/25/10

Subject: TEACHING ASSISTANTS (TA) AND COURSE ADMINISTRATIVE ASSISTANCE

Policy: Teaching Assistant positions provide students with an opportunity to develop their teaching and interpersonal skills, to work professionally with faculty and fellow students, and to contribute service to the Department. Students who would like to TA for a course must obtain approval from their advisor before replying to a TA request. All incoming doctoral students who matriculate AY 08 and beyond are required to serve as a TA for at least one term during their academic program. For most students, this requirement will be fulfilled during the 2nd year; however, the student and their advisor will determine the appropriate time to seek a TA position. Only EHS courses can be used to fulfill this requirement. Students will not receive compensation for serving in a required TA position, but will become eligible for a paid TA position after meeting this requirement.

TA positions will be established for selected large courses offered by the Department. Compensation will be provided for these positions at a rate of \$2,000 per term.*

An information packet will be provided to all TAs, and will include information about FERPA, Course Plus, Online Course System, campus resources, and TA roles and responsibilities.

Position posting: The Academic Program Manager will arrange advertisement of TA positions through EHSSO once the TA request has been approved. In addition, instructors may publicize positions via bulletin boards and/or email distribution to all EHS students. Interested students should respond to the Academic Program Manager (nkulacki@jhsph.edu).

Courses requesting a TA: Course instructors should submit the TA request form to the Academic Program Manager. The form can be found at:
<https://my.jhsph.edu/sites/EHS/administration/academicprogramadmin/forms/facultyforms/default.aspx>.

COURSE ELIGIBILITY

Eligibility will be based on the following formula:

$$\text{Credits X the anticipated number of registered students} = \text{eligibility score}$$

Courses scoring 40 or higher will qualify for a TA position. Courses scoring 140 or higher will qualify for two TA positions. Requests for exemptions to this policy will be reviewed as they are received.

Additional course administrative assistance: For courses that do not require a TA and/or need additional administrative assistance (but not a full TA), a request can be submitted to the Academic Program Manager. Proctors, graders, and other assistance is paid at the rate of \$25.00 per hour.

* One semester is equivalent to two terms when serving as a TA for a Homewood course.