

POLICIES GUIDING TA/RA ASSIGNMENTS

- I. Teaching associates are selected by the Graduate committees that are established by the HDSHC bylaws. The selected incoming Graduate students are given to the Director and or his/her designee who make phone calls and offers based on the number of assistantships that the School has to offer in a particular year.
- II. Graduate students in their contracts are awarded the opportunity to teach during the academic year and at least one course during the summer session. The DUS sends out a memo each semester asking graduate students what they would like to teach in the coming semester and whether they would like to teach in the Summer. The decision rules on teaching assignments are the following:
 - a. Has the student been awarded a teaching associateship
 - b. Has the student gone through the orientation program in the summer
 - c. Has the student taught the course before and therefore is prepared to teach it again.
 - d. Has the student had course work in the area and therefore it can be assumed that they have a working background of knowledge in this area.
 - e. The School has a need for a teacher and the person is a responsible and good instructor as evidenced by their previous semester evaluations.
 - f. The student has expressed a desire and has knowledge in the area where the need exists and the Director and DUS believe the student will do a good job.

Research Assistantships are usually provided to faculty who can pay the student through a grant they have received.