UW-Madison Computer Sciences TA (RA) Application

Fall 2008 Application

TA Appointments Begin August 25th 2008
(The Week Before Classes Start)

You Are Required To Be Here Attending Training
And / Or Working With Your Instructor On
Course Preparation

If You Are Not Present For The Full Week Your Salary <u>WILL
Be Docked</u> Or You May Be <u>Let Go</u>

*Plan Your Summer / Winter Travel Plans Accordingly
There Will Be <u>NO</u> Exceptions*

(RA's Skip To Last Page)

To Avoid Problems Read This First

1. It is <u>YOUR</u> responsibility to contact your instructor as soon as a tentative assignment is made. You <u>MUST</u> ask your instructor about Semester Prep duties and if you are expected to attend class lectures and / or hold discussion sections. If you are expected to attend lectures and / or hold discussion sections <u>YOU MUST</u> check the timetable to ensure your are free during those times.
2. You are <u>REQUIRED</u> to stay until final grades are <u>ENTERED</u>. You are being PAID for this time (actually beyond this time). Exceptions are permitted <u>ONLY</u> at the discretion of your instructor. It is <u>YOUR</u> responsibility to make arrangements with your faculty member <u>AS SOON AS POSSIBLE</u>.
3. To increase the likelihood of you being assigned to a course that you request, it is <u>YOUR</u> responsibility to find out what courses are being offered. Consult University Timetables and

    www.cs.wisc.edu/courses.html

    If you request to TA a course that is not being offered, you will <u>definitely</u> not get it.
4. Fill out your past course history <u>COMPLETELY</u> including grades and a list of your current classes for which grades are not yet available. I have close to 100 applications to review, I cannot look up your transcripts.
5. There is an <u>ALL</u> TA Meeting on the <u>FRIDAY BEFORE CLASSES START at 10 AM in room 1240 (or 1221)</u>. <u>ALL TAs are REQUIRED TO ATTEND – NO EXCEPTIONS. PLAN ACCORDINGLY. THOSE ABSENT WILL HAVE SALARY DOCKED AND MAY LOSE THEIR POSITION</u>.

Non-Native English Speakers

1. <u>All</u> International Students and students for whom English is a second language must take the SPEAK Test. Those who have taken the test previously and scored LESS THAN 50 must take the test again each semester.

2. If you score 45 or less on the SPEAK Test you are required to enroll in an English as a Second Language course such as English 122. You <u>MUST</u> produce proof of enrollment <u>AND</u> completion of ESL course(s).

3. Satisfactory spoken English is a specific part of your offer of aid:

   "For students who are non-native speakers of English and who are appointed as teaching assistants, guarantees are also contingent on meeting departmental standards for spoken English proficiency. Failure to meet the required level of proficiency may lead to cancellation of an appointment and cancellation of the support guarantee."

UW-Madison Computer Sciences TA Application

Semester (choose one): ☐ Fall ☐ Spring ☐ Summer   Year: _____

You are (choose one): ☐ Guaranteed Support ☐ NOT Guaranteed Support

Your name (print): _____ Personal Tel: _____ Office Tel: _____

Student ID Number: _____ Visa Status: _____

(If you are or expect to be an RA skip to bottom)

Equity Workshop (choose one):): ☐ Yes ☐ No   If taken provide date: _____

SPEAK / TSE Score: _____ Home Department: _____ Years In CS Department: _____

If SPEAK Score is 45 or less list ESL Courses and Grades: _____

Previous TA Experience at UW (list all): _____

Before specifying course preferences consult the University timetable or www.cs.wisc.edu/courses.html to ensure you request courses that are actually being offered

Course preference: _____ Second choice: _____ Third choice: _____ Fourth choice: _____

Courses you do NOT want to TA: _____, _____, _____, _____

List the courses you have taken and <u>specify grades.</u> If a course was not taken at UW, please write out the course topic. Use the back of this sheet if necessary. <u>BE COMPLETE.</u>

Course Number	Topic	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate your facility with C++ (choose one): ☐ High ☐ Medium ☐ Low

Indicate your facility with Java (choose one): ☐ High ☐ Medium ☐ Low

Indicate your facility with Windows (choose one): ☐ High ☐ Medium ☐ Low

Indicate your facility with Linux (choose one): ☐ High ☐ Medium ☐ Low

Signature (by signing you attest that you have read and understand this entire document):

_____ Date: _____

RA's ONLY – Signature _____ For whom are you RAing: _____

PRINT AND RETURN THIS DOCUMENT BY FAX TO Perry Kivolowitz AT (United States) 608 262 9777 OR DROP IN HIS MAIL BOX OR HIS OFFICE (5353).