

Request to Appoint Associate-In (AI) to Teach Upper-Division Course

Student, Department and Course Information

1. Graduate Student _____ PID _____
2. Department/Program Requesting Appointment _____
3. Course Number _____ Course Title _____ Quarter _____
4. Student Advanced to Candidacy (Date) _____ TA training with CTD completed (date) _____
5. Total number of upper-division courses offered last academic year (excluding 195, 197, 198, or 199) _____
6. Total number of upper-division AI appointments within the department/program this year _____
6. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty:
NOTE: Please attach TA evaluation materials to this request.

7. List all courses taught by student as an AI, including lower division courses & courses taught in Summer Session
NOTE: Please attach instructor evaluation materials (e.g. CAPE summaries) to this request.

Justification for Request

8. Please attach a memo providing the department/program's justification for the request. In addition, please indicate below which of the following policy statements is the primary reason for the request:
- The appointment provides an opportunity for undergraduate students to benefit from the unusual talents or unique expertise of the graduate student.
 - The appointment is used as a substitute for a faculty appointment **only** when it is impossible to make an appropriate temporary faculty appointment.
 - The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.

Course Content and Student Expertise

9. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course. Attach memo, if necessary.

Department/Programs are responsible for oversight of the Associate-In. A faculty member in the department/program, or the Department Chair/Program Director, must act as mentor to the student. The mentor is required to meet with the Associate-In at regular intervals during the quarter, observe the graduate student in the classroom at least once, and submit a written assessment of the student's performance as course instructor to the Committee on Educational Policy.

_____/_____
Faculty Mentor/ Date

_____/_____
Department Chair/Program Director / Date