TA Requirement #: 1 2 3

The Lutheran Theological Seminary at Philadelphia

PHD TEACHING ASSISTANT AGREEMENT FORM

Doctor of Philosophy (PhD) Program

PhD Students will be required to undertake 3 TA assignments. It is expected that students will spend 6-8 hours/week related to this course.

STUDENT NAME: _____
[Last] [First] [Initial]

COURSE INSTRUCTOR: _____

COURSE: _____

SEMESTER/YEAR: _____

In consultation with the Instructor, Students will be required to fulfill responsibilities in this course, within the following categories:

- **Review Course Syllabus, Methodology, Requirements**
  (Meet before the course so that the student is aware of the scope and direction of the course.)

- **Review the required reading assignments**
  (LTSP will cover all costs related to required textbooks. Students should present this form to the LTSP Book store for proof of TA assignment.)

- **Discussion/Section Leader**
  (Students should share responsibilities with the instructor in sections, and may rotate through each of the sections, if necessary.)

- **Administrative Work with Students**
  (Describe the responsibilities of the student regarding administrative expectations, including tutoring, and office hours. TAs may grade quizzes and exams along with the instructor, but not essays or papers.)

- **Plenary Presentation**
  (OPTIONAL: Students may offer one presentation in a plenary session if desired by the instructor.)

(Please indicate the specific agreed upon tasks under each category.)

APPROVED
Advisor, please sign and date here to indicate the completion of this requirement, and forward this form to the Director of Graduate Studies at the end of the semester: _____ _____ [signature] [date]