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.)

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**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]