

SUNY KOREA UNDERGRADUATE TEACHING ASSISTANTSHIP AGREEMENT FORM

Academic Affairs | Spring 2027

☐ TERMS AND CONDITIONS

The Undergraduate Teaching Assistant experience allows students to work with a faculty member to contribute to the effectiveness of a particular class and provides them with a unique educational benefit as well as financial support. We hope that these experiences will help students make a decision about whether to pursue a graduate degree and also develop a personal philosophy of learning and teaching. The assistantship is for the duration of the academic semester, starting on August 22 and ending on December 11, 2025. Academic Affairs must receive the timesheets from both paid and credit-bearing TAs by the end of the month to ensure that their stipends are paid on the 15th.

Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications. This includes, by way of example only, the Undergraduate Bulletin, the University Conduct Code, the Student Handbook, and class schedules.

- Acceptance of this Teaching Assistantship is an agreement to the terms and conditions of the offer as well as all policies governing SUNY Korea teaching assistantships.
- It is strongly recommended that paid TAs be assigned to one course per semester, in accordance with standard policy.
- Even after the paid teaching assistantship has been awarded, it can be cancelled and the hourly pay discontinued if the student's teaching assistantship is terminated due to misbehavior or violation of the University student conduct code.
- It is the duty of each teaching assistant to act as an exemplary model and be demonstrative of good manners and attitude in and out of the classroom; consequently, the university reserves the right to revoke the teaching assistantship if the university identifies a student's behavior as inadequate or inappropriate for the teaching assistantship.
- Recipients must report, to both the Department and Academic Affairs, any incidents that may affect the teaching assistantship, such as intermission or leave of absence, *prior* to those incidents occurring.
- Any amendments which may occur in terms and conditions or in any university policies and laws will be applied and must be adhered to by all teaching assistants, and it is the teaching assistants' responsibility to follow up with any such amendments.

☐ UNDERGRADUATE TEACHING ASSISTANT RESPONSIBILITIES

- All teaching assistants are expected to behave professionally and take their teaching responsibilities seriously.
- A Teaching Assistant (TA) is expected to work 5 hours a week [3 hours for faculty support and 2 hours for office hours]. This should be consistent as the primary duties are to hold regular office hours to

help students in the class. However, TAs who are registered for the undergraduate teaching practicum course and receive credit will have their roles and responsibilities supervised by the instructor.

- The appropriate teaching assistantship obligations and levels of support are defined by the Departments and the office of Academic Affairs.
- A TA must be familiar with the concepts and course material.
- A TA must understand and follow course standards, set by their supervisor.
- A TA must be reliable. Perfect attendance of agreed upon office hours, TA meetings and proctoring is expected. If a TA can't meet a responsibility, they must inform their supervisor and where appropriate must find a substitute acceptable to their supervisor.
- A TA must treat all students with courtesy regardless of gender, race or ethnic background.
- A TA must not initiate or maintain inappropriate relationships with students. These include romantic, sexual, or financial. Such abuses of power are prohibited by the University.
- A TA must have proficiency in English sufficient for communication with students.
- If a TA fails to satisfy any of the above responsibilities, their supervisor will meet with them to rectify any problems. If problems persist, the TA must contact the Department Chair and the Office of Academic Affairs, and further actions might be taken.
- If a TA does not follow the above requirements, they will not be eligible to be a TA the following semester.
- TAs are discouraged from grading students' exams and quizzes.

☐ EVALUATION OF TEACHING ASSISTANTSHIP PERFORMANCE

The appropriate teaching assistantship obligations are defined by the terms and conditions above, authorized by Academic Affairs as those obligations relate to financial awards and other TA support. For reasons analogous to academic evaluations, TAs are entitled to assessment of their performance in their assistantship roles at the end of the semester. Academic Affairs establishes the criteria for assessing assigned responsibilities, and evaluations are given as numerical scores to Teaching Assistants. To optimize the benefits of the process, a written report with objective number scores will be prepared for each student. The report is to be signed by the evaluator (instructor) and submitted to Academic Affairs. Academic Affairs will collect each evaluated report from the evaluator (instructor) and submit it by e-mail to each TA at the end of the semester. The formal distribution of the evaluation report by e-mail is regarded as the student's acknowledgement of the evaluated results.

TA Evaluation:

Each TA will be evaluated by the supervisor as follows:

- Excellent, well-above expectations
- Very good OR Good, meets expectations
- Below expectations
- Unsatisfactory, well-below expectations

TAs who perform below expectations may see their support terminated for the following semester.

☐ **AFFIRMATION**

Name: _____ SBU ID# _____

☐ As of the submission date of my agreement form, I hereby affirm that I have read and will adhere to the above statements and the University Policies and Procedures contained in all university official publications.

☐ Signature: _____

Date: _____

Title of TA Course	Instructor's name	Signature of Instructor

DECISIONS:

☐ **APPROVED**

☐ **DENIED**

☐ **APPROVED**

☐ **DENIED**

CONFIRMED BY

DATE

CONFIRMED BY

DATE