

Texas A&M University-Texarkana

Office of Graduate Studies and Research

Approval Form Graduate Teaching Assistants

General Requirements for Graduate Assistants:

- Hold the bachelor's degree or equivalent
- Be admitted to a degree-seeking program
- New students—GPA of 3.0 or higher in last 60 semester credit hours
- Current students—maintain a cumulative graduate GPA of 3.0

Requirements for Graduate Teaching Assistants (GTA): GTAs serve as instructor of record for undergraduate courses if they meet the following requirements:

- GTAs must have a master's in the teaching discipline or 18 graduate semesters hours in the teaching discipline
- GTAs must have a cumulative graduate grade point average of 3.0 or above
- GTAs must have direct supervision by a faculty member experienced in the teaching discipline
- GTAs must have regular in-service training
- GTAs must have planned and periodic evaluations.
- The dean will review and approve assignments of graduate students to teaching assignments.
- The dean will review student teaching evaluations each semester.

Name _____ ID# _____

Total Graduate hours in discipline _____ GPA _____

Supervising Professor _____

Course & Section Number _____ TM Semester _____

Description of Direct Supervision:

Description of Regular In-service Training:

Description of Planned and Periodic Evaluations:

Attach unofficial transcript showing hours in discipline and GPA

Approved by

Department Chair/Program Director

Date

Dean

Date

SACSCOC Accreditation Liaison

Date

