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## *General Information and Instructions*

# Teaching Assistantships

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**P**lease attach your resume to the attached form and submit to LeBow Office of Graduate Programs (Matheson 105) or via fax at (215) 895-1012. In turn, the director of graduate programs will pre-authorize your application and forward to the departments in which you have indicated an interest. After pre-authorization you will need to follow-up directly with the respective department chair. Positions are allocated to the academic departments, and are assigned to principle level course(s). **Each department head is responsible for hiring TA's for his/her own department.**

Most assistantships involve classroom teaching, therefore the most important consideration for being appointed is usually your academic background and experience, grades, etc. Some TAs are assigned to a specific faculty member for a particular period or task, depending on faculty research activities and budget. If you have any particular skill or knowledge (such as computer systems or languages), please include them on your application, as often a faculty's TA request may be highly specific in terms of requirements.

**First year assistantships provide complete tuition remission for 6 credits per term, plus a \$450 per month stipend** (which is taxable) at the Masters level. **Second year appointments provide tuition remission for 9 credits per term.** Appointments are normally made for a nine-month period, covering fall, winter, and spring terms. Summer term is considered totally separate, and assistantships are not automatically carried through the summer. The department heads have the option of renewing an appointment for the following academic year.

Approximately half of the total positions open in the fall term of each year (about 30), for which the department receives more than 200 applications. These positions are filled during the summer prior to the beginning of the academic year. However, a number of TA positions will also unexpectedly become available during the year and each department will then review the applications on file for possible replacements.

Many students have a particular area of interest or a background in a specific area and have a preference as to department. TA positions in the following departments are available:

<b>Department</b>	<b>Phone</b>	<b>Building/Office</b>
Accounting	(215) 895-2116	Matheson 509
Marketing	(215) 895-2145	Matheson 504
Economics	(215) 895-2123	Matheson 504
Decision Sciences	(215) 895-2130	Academic 204
Finance	(215) 895-1741	Academic 207
Management	(215) 895-2143	Academic 308
<i>(MIS is part of the Mgmt. Dept.)</i>		

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# Application for Teaching Assistantship (TA)

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## Part 1 – INSTRUCTIONS

Print or type all information.

1. Provide all information requested in order to ensure full consideration of your application.
2. **DO NOT APPLY** for a TA position until you have been accepted as a graduate student and are enrolled in courses.
3. **Attach a copy of your current resume with this application.**
4. Attach a one paragraph statement (not to exceed 100 words) indicating the strengths, skills and benefits that you would contribute to the college and department as a TA.
5. Do not submit more than one application for each academic year.

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## Part 2 – PERSONAL DATA

Drexel ID: \_\_\_\_\_ Title: Mr. Ms.  
Last Name: \_\_\_\_\_ First Name \_\_\_\_\_  
Current Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Citizenship: \_\_\_\_\_

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## Part 3 – PROGRAM INFORMATION

Degree Program: MBA M.S. Field(s) of Concentration: \_\_\_\_\_  
Term/Year Began Grad Program: \_\_\_\_\_ Term/Year Expected Completion: \_\_\_\_\_

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## PART 4 – ACADEMIC PREPARATION

Bachelor's Degree Major: \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
School: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
GMAT Scores: Total \_\_\_\_\_ Verbal: \_\_\_\_\_ % Quant: \_\_\_\_\_ % Date Taken: \_\_\_\_\_  
TOEFL Score (if applicable): \_\_\_\_\_ Date Taken: \_\_\_\_\_

**Foundation Courses Completed** (indicate with a check, if applicable): All **OR** None

BUSN 501: Measuring and Maximizing Financial Performance

BUSN 502: Essentials of Economics

BUSN 503: The External Environment of Business

Describe any additional graduate work completed:

Drexel ID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

**PART 5 – TA Information**

Year and month in which you could begin TA assignment: \_\_\_\_\_

Indicate the department(s) to which you are applying for a TA (*designate with a check all that apply*):

- |                   |              |
|-------------------|--------------|
| Accounting        | Matheson 509 |
| Marketing         | Matheson 504 |
| Economics         | Matheson 504 |
| Decision Sciences | Academic 204 |
| Finance           | Academic 207 |
| Management        | Academic 308 |

*(MIS is part of the Mgmt. Dept.)*

**Exclusions:** If you are on a scholarship this amount will not be paid during any Teaching Assistantship. Additionally, students may not concurrently hold a TA position and an internship.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 6 – Administrative Use Only. Do Not Write Below This Line.**

*This applicant has met the preliminary academic qualifications for a teaching assistantship (TA) and is pre-authorized for placement:*

\_\_\_\_\_  
Signature of Academic Advisor

Date \_\_\_\_\_

**Academic Advisor Comments:**

**PART 7– Administrative Use Only. Do Not Write Below This Line.**

*This student has been approved for TA position.*

\_\_\_\_\_  
Signature of Department Head

Date \_\_\_\_\_

**Once approved for a TA position please fax this page of the form to Donna Ferrari at 215-895-1012.**