

Graduate Teaching Assistantship in History

General Description of the Graduate Teaching Assistantship

A Graduate Teaching Assistant (GTA) assists an assigned history faculty member with course preparation and with grading survey and core course exams, quizzes, and research papers. Assigned faculty will provide supervision.

Duties of Graduate Teaching Assistants

- Attend class and discussion sections and act as the professor's representative before, during, and after class.
- Locate and retrieve materials required for teaching and grading students.
- Hold office hours at least three days per week for a total of six hours minimum. Office hours should accommodate students with both MTW and TR schedules.
- Hold review sessions for exams, quizzes, and required course projects/assignments.
- Grade exams, quizzes, and required course projects/assignments.
- Assist professor with minor clerical work, such as photocopying.

Secondary GTA Duties

- Teach, as a learning opportunity, no more than one survey course class-meeting per semester.
- May be asked on occasion to proctor exams for the department.

Graduate Assistants are not obligated under any circumstances to support the professor's research and scholarly activities.

Qualifications

Applicants must be admitted or applying to the M. A. in History Program or related program of study. Applicants need to demonstrate the knowledge of the course subjects with which they will assist.

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