

Personal Information

Forward this form directly to the department in which you want an Assistantship.
 Please attach your resume, transcript and list of courses that you are qualified to teach.

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G-Number (required)
 Do you have a Social Security #? _____

_____	_____	_____	_____
Last (or Family Name)	First	MI	Maiden or Other
_____			_____
Street			Apt. No.
_____			_____
City			Zip Code
(H) (____) - _____	(W) (____) - _____	E-mail address: _____@gmu.edu	
Area Code and Telephone No.	Area Code and Telephone No.		
<input type="checkbox"/> Master's	<input type="checkbox"/> Doctorate	Current Program: _____	Semesters Completed _____
		GPA _____	Credits Completed _____
Do you already have a master's degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		Doctoral degree? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, field? _____	

Type of Assistantship Sought

Type of Assistantship requested: Department with which you are seeking an assistantship: _____

GTA- Graduate Teaching Assistantship: teaching or instructional support

GRA - Graduate Research Assistantship: research or instructional support

Length of appointment requested:

Academic year (August 16 – May 15)

Spring semester (January 1 - May 15)

Fall Semester (August 16 – December 31)

Summer semester (May 16 - August 15)

Have you previously held an assistantship at GMU? Yes No If yes, what, when and for how long? _____

Additional Information

Should you be offered an assistantship, as an employee of the university, the following information is requested by the Office of Human Resources for statistical reporting purposes.

Sex Male Female

Date of Birth _____

 Month/Day/Year

Ethnic Group/Race

American Indian

Hispanic

Black (No-Hispanic)

Caucasian

Asian or Pacific Islander

Other _____

For all non-U.S. citizens: country of birth _____

International students: what is your native language? _____ List TOEFL score _____

I understand that my graduate application will be the primary source of information in the consideration of my assistantship application.

Upon request, I will furnish any additional information. If my native language is not English, I must have a minimum TOEFL score of 600 (paper-based), 250 (computer-based), or 100 (Internet-based with a minimum of 23 in each section). I understand that providing false information will result in an honor code violation.

Master's Students - I understand that I cannot be employed in a full-time position outside the university during my appointment as a graduate assistant, and I agree to take a minimum of 6 credit hours per semester. If appointed part time, I agree to take at least 3 credit hours per semester. (Exception: student who have less than 6 hours to complete their degree and graduate.) I realize that I must earn at least \$4,000 in the academic year to be eligible for in-state tuition rates.

Doctoral Students - I understand that I cannot be employed in a full-time position outside the university during my appointment as a graduate assistant and that I must be registered for a minimum of 6 credit hours of course work per semester to be eligible for tuition waiver. (Exception: students who have less than 6 hours to complete their degree and graduate.) I realize that I must earn at least \$4,000 in the academic year to be eligible for a tuition waiver. I understand that my enrollment will be monitored on the last schedule adjustment day and that my stipend check will not be issued until I am enrolled for the minimum number of hours required.

Signature of Student

Date

By signing this form I attest that all information that I have provided is accurate and correct and bound by the George Mason Honor Code.

Spring 2017 Graduate Teaching Assistantship Application

The ECE Department is now accepting Graduate Teaching Assistantship (GTA) Applications for the Spring 2017 semester. To apply, please follow the instructions below:

1. Download the “**Application for Graduate School Assistantship**” online through the following link:
<https://ece.gmu.edu/graduate/forms>
2. Fill out the form, and attach the following four items along with the form:
 - a) **Your latest resume**
 - b) **Your current transcript** (print out from Patriot Web)
 - c) **The Spring 2017 GTA Application Questionnaire**
 - d) **A Short Video** (for NEW applicants only. See instructions below)**Additionally: A copy of the SPEAK Test result letter (Only required at this time for International MSEE, MSCPE and PhD in ECE applicants)-See instructions below**
3. SPEAK Test result: We will give consideration priority to current MS in Electrical Engineering (MSEE), MS in Computer Engineering (MSCPE) and PhD in ECE students, although we will hire applicants from other programs. If you are currently an International MSEE, MSCPE, or PhD in ECE student, please make sure you take the SPEAK Test and submit the test result **within** your GTA application packet by October 28, 2017. At this time, International students who are not pursuing one of these three programs are **not required** to take the SPEAK Test when submitting their GTA applications. **If these candidates are offered GTA positions, only then will they be required to take the SPEAK test before they can be hired. Any applicant who does not pass the speak test cannot be hired as a GTA. Note that 50/60 is the passing score.**
4. Any GTA who is offered a position will need to attend the **mandatory** GTA meeting which will occur during the week of January 16, 2017. GTAs who do not attend this meeting will have their contracts cancelled by the ECE Department.
5. The link below is used to sign up for the SPEAK test: <https://intomason.mywconline.com> After the test, the Learning Resource Center at INTO Mason will email you a result letter. If you have taken the test already, you can use the old score and the result letter you received earlier.
6. For NEW Applicants: Please prepare **a short video** of you teaching a technical course or lab (irrespective of whether or not you are interested in teaching a recitation or lab). The video should be less than 3 minutes. Maximum 3 minutes. Please convert the video into an mp4 file, preferably with the video codec: H.264 mp4. We do not accept other video file formats. If you submit the video in other formats, we would consider your application as incomplete. **If the video cannot be played by the interview committee, the application would also be considered as incomplete.** Please double check the video quality before you submit. Video images should be clear and steady. No blurry videos, up-side-down videos, etc. **If you have previously applied for an ECE GTA position and have already submitted your video before, you do not need to submit the video again. We have a record of the video and can extract it from our files.**
7. Video Submission: After the ECE department receives your application, we will send you a notification email. In that email, we will include instructions for you to upload the video to Blackboard. **We DO NOT accept youtube links or any social media links for video submission.**
8. Submit the application form along with the above items to the ECE Office before the deadline. **A final Spring 2017 schedule must be included in the questionnaire before you submit the application packet. The schedule is already viewable in Patritweb at this time.**
9. Please note that we do not award assistantships to first-semester new MS students.

Deadline:

For RENEWAL and NEW applications: **Friday, October 28, 2016**

Please note: For those who were GTAs during the current semester, we DO NOT renew your applications automatically. Please re-apply for Spring 2017 if you are interested in being reconsidered as a GTA again, together with all the above listed application materials.

ECE Department. September, 2017

Spring 2017 Graduate Teaching Assistantship Application Questionnaire

1. Have you been a Graduate Teaching Assistant or student wage employee at GMU before?

- No.
- Yes. List the department/unit you worked for and the date/s of your assignment:

2. If you answered yes to the previous question, what type of assignments did you have (teaching labs, recitations, and/or grading, cashier, server etc.)?

3. When do you plan to graduate? _____

4. Do you plan to do a MS thesis?
- No
 - Yes
 - I am a PhD student

5. If you answered yes to the previous question, who is your planned MS thesis advisor? _____

6. If you are currently a PhD student, who is your PhD advisor? _____

7. The Spring 2017 schedule will soon be published on Patriot Web on October 1, 2016. Please look at the schedule and write down your planned course schedule for Spring 2017 in the following table:

<u>Courses</u>	<u>Days</u>	<u>Time</u>

8. Based on your individual planned course schedule, mark on the list below (by indicating with a check mark in the small boxes) which assignments you will be available to perform. Any lab or recitation section that you mark should not coincide with your own planned schedule (sections you have marked for grading can coincide). If there are particular section/s you would **prefer** to be assigned to, then indicate with a number in the space provided on the right of each section your order of preference. i.e. put the number 1 next to the section that is highest on your preferred list, 2 next to your second preferred section, etc. If there are two (or more) sections that have the same priority for you, then mark the same number next to both sections.

List of assignments			
Labs		Recitations	Grading
<input type="checkbox"/> ECE 101 201 _____	<input type="checkbox"/> ECE 301 201 _____	<input type="checkbox"/> ECE 220 301 _____	<input type="checkbox"/> ECE 101 001 _____
<input type="checkbox"/> ECE 101 202 _____	<input type="checkbox"/> ECE 301 202 _____	<input type="checkbox"/> ECE 220 302 _____	<input type="checkbox"/> ECE 201 001 _____
<input type="checkbox"/> ECE 101 203 _____	<input type="checkbox"/> ECE 301 203 _____	<input type="checkbox"/> ECE 220 303 _____	<input type="checkbox"/> ECE 220 001 _____
<input type="checkbox"/> ECE 101 204 _____	<input type="checkbox"/> ECE 301 204 _____	<input type="checkbox"/> ECE 285 301 _____	<input type="checkbox"/> ECE 285 001 _____
<input type="checkbox"/> ECE 201 201 _____	<input type="checkbox"/> ECE 301 205 _____	<input type="checkbox"/> ECE 285 302 _____	<input type="checkbox"/> ECE 286 001 _____
<input type="checkbox"/> ECE 201 203 _____	<input type="checkbox"/> ECE 301 206 _____	<input type="checkbox"/> ECE 285 303 _____	<input type="checkbox"/> ECE 301 001 _____
<input type="checkbox"/> ECE 201 204 _____	<input type="checkbox"/> ECE 301 207 _____	<input type="checkbox"/> ECE 286 302 _____	<input type="checkbox"/> ECE 301 002 _____
<input type="checkbox"/> ECE 201 205 _____	<input type="checkbox"/> ECE 332 201 _____	<input type="checkbox"/> ECE 286 303 _____	<input type="checkbox"/> ECE 305 001 _____
<input type="checkbox"/> ECE 220 202 _____	<input type="checkbox"/> ECE 332 202 _____	<input type="checkbox"/> ECE 305 301 _____	<input type="checkbox"/> ECE 320 001 _____
<input type="checkbox"/> ECE 220 203 _____	<input type="checkbox"/> ECE 332 203 _____	<input type="checkbox"/> ECE 331 301 _____	<input type="checkbox"/> ECE 331 001 _____
<input type="checkbox"/> ECE 220 204 _____	<input type="checkbox"/> ECE 334 201 _____	<input type="checkbox"/> ECE 331 302 _____	<input type="checkbox"/> ECE 333 001 _____
<input type="checkbox"/> ECE 220 205 _____	<input type="checkbox"/> ECE 334 202 _____	<input type="checkbox"/> ECE 333 301 _____	<input type="checkbox"/> ECE 410 001 _____
<input type="checkbox"/> ECE 285 201 _____	<input type="checkbox"/> ECE 334 203 _____	<input type="checkbox"/> ECE 333 302 _____	<input type="checkbox"/> ECE 421 001 _____
<input type="checkbox"/> ECE 285 202 _____	<input type="checkbox"/> ECE 429 201 _____	<input type="checkbox"/> ECE 528 301 _____	<input type="checkbox"/> ECE 433 001 _____
<input type="checkbox"/> ECE 285 203 _____	<input type="checkbox"/> ECE 434 201 _____		<input type="checkbox"/> ECE 445 001 _____
<input type="checkbox"/> ECE 285 204 _____	<input type="checkbox"/> ECE 445 201 _____		<input type="checkbox"/> ECE 447 001 _____
<input type="checkbox"/> ECE 286 201 _____	<input type="checkbox"/> ECE 445 202 _____		<input type="checkbox"/> ECE 448 001 _____
<input type="checkbox"/> ECE 286 202 _____	<input type="checkbox"/> ECE 447 201 _____		<input type="checkbox"/> ECE 460 001 _____
<input type="checkbox"/> ECE 286 203 _____	<input type="checkbox"/> ECE 447 202 _____		<input type="checkbox"/> ECE 465 001 _____
	<input type="checkbox"/> ECE 448 201 _____		<input type="checkbox"/> ECE 521 001 _____
	<input type="checkbox"/> ECE 448 202 _____		<input type="checkbox"/> ENGR 107 001 _____
	<input type="checkbox"/> ECE 448 203 _____		<input type="checkbox"/> ENGR 107 002 _____
	<input type="checkbox"/> ECE 461 201 _____		<input type="checkbox"/> ENGR 107 003 _____
	<input type="checkbox"/> ECE 467 201 _____		

9. Which of the following are you familiar with and what level of familiarity do you have? Mark with a check either No experience, Introductory Level, Mid-Level or Expert level.

	<u>No Experience</u>	<u>Introductory Level</u>	<u>Mid-Level</u>	<u>Expert Level</u>
MATLAB				
MATLAB Signal Processing toolbox				
VHDL				
Circuitlab				
PSPICE				
Wireshark				
Synopsys				
Simulink				
Xilinx ISE				
Oscilloscope				
Breadboarding				
Teaching Experience				
Grading Experience				

10. If you indicated that you had any experience with respect to the last two items (teaching/grading), please explain below describing how you obtained the experience:
