

# Spring 2019 ECE Graduate Teaching Assistantship Application

## Spring 2019 ECE Graduate Teaching Assistantship Application Process

The ECE Department is now accepting Graduate Teaching Assistantship (GTA) Applications for the Spring 2019 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 three items along with the form:
  - a) **Your latest resume**
  - b) **Your current transcript** (print out from Patriot Web)
  - c) **A Short Video** (for NEW applicants only. See instructions below)
3. Any GTA who is offered a position, and whose native language is not English, will need to pass the **CELTD Test** administered by INTO Mason. Any GTA who does not pass the CELTD test will have his/her contract cancelled by the ECE Department. The instructions of how to sign up for the test will be provided after being offered the GTA position.
4. Any GTA who is offered a position will need to attend the **mandatory** GTA meeting scheduled on Thursday, January 17, 2019. GTAs who do not attend this meeting will have their contracts cancelled by the ECE Department.
5. 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.
6. 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.**
7. Submit the application form along with the above items to the ECE Office before the deadline.
8. Please note that we do not award assistantships to first-semester new MS students.
9. **The ECE department will notify you ONLY if you are selected for a position.** You will not be notified if you have not been selected. The latest date of notification of being selected for a GTA/grader position is the Friday before the start of classes each semester, that is January 18, 2019 for Spring 2019 applications.

### **Deadline:**

For RENEWAL and NEW applications: **Friday, November 2, 2018**

*Please note:* For those who were GTAs during the previous semester, we DO NOT renew your applications automatically. Please re-apply for SP19 if you are interested in being reconsidered as a GTA again, together with all the above listed application materials.

ECE Department. October, 2018

Applicant Name:

G#:

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Forward this form directly to the ECE department. Please attach your resume, transcript and submit a short video if you are a new applicant.

### Personal Information

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

G#: \_\_\_\_\_ GMU Email: \_\_\_\_\_

Current Program:  PhD ECE  MS EE  MS CpE  Other: \_\_\_\_\_

Admitted Term: \_\_\_\_\_ cGPA: \_\_\_\_\_ Credits Completed: \_\_\_\_\_

Status:  US citizen  Permanent residence  International student  Other: \_\_\_\_\_

For international students only: TOEFL scores: Tote: \_\_\_\_ Speaking: \_\_\_\_ Listening: \_\_\_\_ Writing: \_\_\_\_ Reading: \_\_\_\_

### 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 2019 schedule has been published on Patriot Web. Please look at the schedule and write down your planned course schedule for Spring 2019 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

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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"/> ENGR 107 001 _____
<input type="checkbox"/> ECE 101 202 _____	<input type="checkbox"/> ECE 301 202 _____	<input type="checkbox"/> ECE 220 302 _____	<input type="checkbox"/> ECE 101 2D1 _____	<input type="checkbox"/> ENGR 107 002 _____
<input type="checkbox"/> ECE 101 204 _____	<input type="checkbox"/> ECE 301 203 _____	<input type="checkbox"/> ECE 220 303 _____	<input type="checkbox"/> ECE 201 001 _____	<input type="checkbox"/> ENGR 107 003 _____
<input type="checkbox"/> ECE 101 2D1 _____	<input type="checkbox"/> ECE 301 204 _____	<input type="checkbox"/> ECE 285 301 _____	<input type="checkbox"/> ECE 220 001 _____	
<input type="checkbox"/> ECE 201 202 _____	<input type="checkbox"/> ECE 301 205 _____	<input type="checkbox"/> ECE 285 302 _____	<input type="checkbox"/> ECE 285 001 _____	
<input type="checkbox"/> ECE 201 203 _____	<input type="checkbox"/> ECE 301 206 _____	<input type="checkbox"/> ECE 286 301 _____	<input type="checkbox"/> ECE 286 001 _____	
<input type="checkbox"/> ECE 201 204 _____	<input type="checkbox"/> ECE 301 207 _____	<input type="checkbox"/> ECE 286 302 _____	<input type="checkbox"/> ECE 301 001 _____	
<input type="checkbox"/> ECE 220 201 _____	<input type="checkbox"/> ECE 301 208 _____	<input type="checkbox"/> ECE 305 301 _____	<input type="checkbox"/> ECE 301 002 _____	
<input type="checkbox"/> ECE 220 202 _____	<input type="checkbox"/> ECE 332 201 _____	<input type="checkbox"/> ECE 331 301 _____	<input type="checkbox"/> ECE 305 001 _____	
<input type="checkbox"/> ECE 220 203 _____	<input type="checkbox"/> ECE 332 202 _____	<input type="checkbox"/> ECE 331 302 _____	<input type="checkbox"/> ECE 331 001 _____	
<input type="checkbox"/> ECE 220 204 _____	<input type="checkbox"/> ECE 332 204 _____	<input type="checkbox"/> ECE 333 301 _____	<input type="checkbox"/> ECE 333 001 _____	
<input type="checkbox"/> ECE 285 202 _____	<input type="checkbox"/> ECE 334 201 _____	<input type="checkbox"/> ECE 333 302 _____	<input type="checkbox"/> ECE 421 001 _____	
<input type="checkbox"/> ECE 285 203 _____	<input type="checkbox"/> ECE 334 202 _____	<input type="checkbox"/> ECE 528 301 _____	<input type="checkbox"/> ECE 433 001 _____	
<input type="checkbox"/> ECE 285 206 _____	<input type="checkbox"/> ECE 334 203 _____		<input type="checkbox"/> ECE 445 001 _____	
<input type="checkbox"/> ECE 285 207 _____	<input type="checkbox"/> ECE 434 201 _____		<input type="checkbox"/> ECE 448 001 _____	
<input type="checkbox"/> ECE 286 201 _____	<input type="checkbox"/> ECE 445 202 _____		<input type="checkbox"/> ECE 460 001 _____	
<input type="checkbox"/> ECE 286 202 _____	<input type="checkbox"/> ECE 445 204 _____		<input type="checkbox"/> ECE 462 001 _____	
<input type="checkbox"/> ECE 286 203 _____	<input type="checkbox"/> ECE 447 201 _____		<input type="checkbox"/> ECE 465 001 _____	
<input type="checkbox"/> ECE 286 204 _____	<input type="checkbox"/> ECE 447 202 _____			
	<input type="checkbox"/> ECE 448 201 _____			
	<input type="checkbox"/> ECE 448 202 _____			
	<input type="checkbox"/> ECE 448 203 _____			

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				
3-D CAD software Ex. Inventor, AutoCAD, etc.				
Teaching Experience				
Grading Experience				

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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:

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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. I understand that providing false information will result in an honor code violation.

I understand that by submitting this application and by signing this form, I will refrain from contacting the department or individual faculty (either via email, by phone, or personally) regarding any available GTA or grader positions. I acknowledge that if I am selected, the department will notify me. **I understand that failure to abide by this departmental policy will automatically disqualify me from consideration.**

**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.

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Signature of Applicant

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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.**