

Spring 2022 ECE Graduate Teaching Assistantship Application

Spring 2022 ECE Graduate Teaching Assistantship Application Process

The ECE Department is now accepting Graduate Teaching Assistantship (GTA) Applications for the Spring 2022 semester. To apply, please follow the instructions below:

1. Fill out the form, and attach the following two items along with the form:
 - a) **Your latest resume**
 - b) **A Short Video** (for NEW applicants only. See instructions below)
2. 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.
3. Any GTA who is offered a position will need to attend the **mandatory** GTA orientation and training scheduled on Thursday, January 20, 2022. GTAs who do not attend the orientation or fail the training will have their contracts canceled by the ECE Department.
4. 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. 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.
5. 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.**
6. Application File Naming Conventions: Please save your application with file name "SP22 ECE GTA Application-First Name Last Name" If you need to send your resume as a separate file, please save file as "SP22 ECE GTA Application Resume-First Name Last Name"
7. Email your complete application to ECE Department at ece@gmu.edu by the deadline. Complete application includes the application form and the aforementioned items.
8. Please note that we do not award graduate teaching assistantships to first-semester new MS students. Exception may be given to Mason BS ELEN and BS CPE graduates.
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 notification date is January 21, 2022 for Spring 2022 applications.

Deadline:

For RENEWAL and NEW applications: **Friday, November 19, 2022**

Please note: For those who were MS GTAs during the previous semester, we DO NOT renew your applications automatically. Please re-apply for SP22 if you are interested in being reconsidered as a GTA again, together with all the above listed application materials.

Applicant Name:

G#:

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Forward this form directly to ECE Department at ece@gmu.edu
Please attach your resume when submitting. If you are a new applicant, a short video is also required.

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: Total: _____ 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 2022 schedule has been published on Patriot Web. Please look at the schedule and write down your planned course schedule for Spring 2022 in the following table:

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

Applicant Name:

G#:

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 321 201_____	<input type="checkbox"/> ECE 285 301_____	<input type="checkbox"/> ECE 101 001_____	<input type="checkbox"/> ENGR 107 001_____
<input type="checkbox"/> ECE 101 202_____	<input type="checkbox"/> ECE 321 203_____	<input type="checkbox"/> ECE 285 302_____	<input type="checkbox"/> ECE 201 001_____	<input type="checkbox"/> ENGR 107 002_____
<input type="checkbox"/> ECE 101 203_____	<input type="checkbox"/> ECE 321 204_____	<input type="checkbox"/> ECE 286 301_____	<input type="checkbox"/> ECE 231 001_____	
<input type="checkbox"/> ECE 101 204_____	<input type="checkbox"/> ECE 334 201_____	<input type="checkbox"/> ECE 286 302_____	<input type="checkbox"/> ECE 285 001_____	
<input type="checkbox"/> ECE 101 206_____	<input type="checkbox"/> ECE 334 202_____	<input type="checkbox"/> ECE 305 301_____	<input type="checkbox"/> ECE 286 001_____	
<input type="checkbox"/> ECE 201 201_____	<input type="checkbox"/> ECE 334 203_____	<input type="checkbox"/> ECE 321 301_____	<input type="checkbox"/> ECE 301 001_____	
<input type="checkbox"/> ECE 201 202_____	<input type="checkbox"/> ECE 429 201_____	<input type="checkbox"/> ECE 321 302_____	<input type="checkbox"/> ECE 301 002_____	
<input type="checkbox"/> ECE 201 203_____	<input type="checkbox"/> ECE 434 201_____	<input type="checkbox"/> ECE 333 301_____	<input type="checkbox"/> ECE 305 001_____	
<input type="checkbox"/> ECE 232 201_____	<input type="checkbox"/> ECE 445 201_____	<input type="checkbox"/> ECE 333 302_____	<input type="checkbox"/> ECE 321 001_____	
<input type="checkbox"/> ECE 232 202_____	<input type="checkbox"/> ECE 445 202_____		<input type="checkbox"/> ECE 330 001_____	
<input type="checkbox"/> ECE 232 203_____	<input type="checkbox"/> ECE 447 201_____		<input type="checkbox"/> ECE 333 001_____	
<input type="checkbox"/> ECE 232 204_____	<input type="checkbox"/> ECE 447 202_____		<input type="checkbox"/> ECE 350 001_____	
<input type="checkbox"/> ECE 285 201_____	<input type="checkbox"/> ECE 448 201_____		<input type="checkbox"/> ECE 350 DL1_____	
<input type="checkbox"/> ECE 285 202_____	<input type="checkbox"/> ECE 448 202_____		<input type="checkbox"/> ECE 415 001_____	
<input type="checkbox"/> ECE 286 201_____	<input type="checkbox"/> ECE 448 203_____		<input type="checkbox"/> ECE 417 001_____	
<input type="checkbox"/> ECE 286 202_____	<input type="checkbox"/> ECE 461 201_____		<input type="checkbox"/> ECE 421 001_____	
<input type="checkbox"/> ECE 301 201_____			<input type="checkbox"/> ECE 424 001_____	
<input type="checkbox"/> ECE 301 202_____			<input type="checkbox"/> ECE 433 001_____	
<input type="checkbox"/> ECE 301 203_____			<input type="checkbox"/> ECE 445 001_____	
<input type="checkbox"/> ECE 301 204_____			<input type="checkbox"/> ECE 447 001_____	
<input type="checkbox"/> ECE 301 205_____			<input type="checkbox"/> ECE 448 001_____	
<input type="checkbox"/> ECE 301 206_____			<input type="checkbox"/> ECE 450 001_____	
<input type="checkbox"/> ECE 301 207_____			<input type="checkbox"/> ECE 460 001_____	
<input type="checkbox"/> ECE 301 208_____			<input type="checkbox"/> ECE 463 001_____	
			<input type="checkbox"/> ECE 465 001_____	
			<input type="checkbox"/> ECE 476 001_____	

9. Describe your experience or list the related course work for the preferred assignments checked above.

10. 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				

Applicant Name:

G#:

PSPICE				
Raspberry Pi				
Wireshark				
Synopsys				
Simulink				
Xilinx ISE				
Oscilloscope				
Breadboarding				
3-D CAD software Ex. Inventor, AutoCAD, etc.				
Python				
Soldering				
Teaching Experience				
Grading Experience				

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.

Signature of Applicant

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.