

UNIVERSITY OF CALIFORNIA, DAVIS



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SANTA BARBARA • SANTA CRUZ

COLLEGE OF ENGINEERING

DEPARTMENT OF MECHANICAL AND AEROSPACE ENGINEERING
ONE SHIELDS AVENUE
DAVIS, CALIFORNIA 95616
TELEPHONE (530) 752-0580 FAX (530) 752-4158

DATE:

RE: Teaching Assistant Contract (Supplemental Contract)

The Department of Mechanical and Aerospace Engineering is pleased that you have accepted the Teaching Assistant position to help and support in the education of our undergraduates for the upcoming quarter.

You are required to 1) contact the instructor at least one week prior to the start of the quarter, and 2) enroll in 1 unit of MAE 396 (Teaching Assistant Training Practicum) with the instructor of the course.

Course assigned: _____ Faculty: _____ Faculty Email: _____
MAE 396 CRN ([listed here](#)): _____

- You will be expected to be available and carry out your TA duties from the first day through the end of the quarter.
- You will be required to complete the mandatory UC Laboratory Safety Fundamentals training. Please contact the Department Safety Coordinator for information.
- You will be required to contact the instructor, at least one week before instruction begins, to discuss specific tasks and responsibilities, office hours, etc.
- You will / will not be required to attend the first day of instruction, which will be on _____(day) at _____(time) in _____(place).
- You will / will not be expected to attend lectures, which meet on _____(day) at _____(time) in _____(place).
- You will / will not lead discussion sections, which meet on _____(day) at _____(time) in _____(place).
- You will / will not supervise laboratory(s) experiments, which run on _____(day) at _____(time) in _____(place).
- You will / will not be required to make yourself available to the students for _____office hours per week, to be scheduled at a convenient time to meet most students' needs.
- You will / will not assist with proctoring (check as applicable): ___ quizzes, ___ mid-term exam(s), ___ final exam.
Specify duties: _____.
- You will / will not grade (check as applicable): ___ quizzes, ___ mid-term exam(s), ___ final exam.
Specify duties: _____.
- You will / will not grade (check as applicable): ___ homework, ___ paper(s), ___ lab report(s), ___ presentation(s), ___ project(s).
Specify duties: _____.
- You will / will not attend AND / OR set up TA meetings each week. Meetings will be arranged at a mutually convenient time.
- You will be expected to e-mail the faculty as soon as possible for your short-term absence in the laboratory or discussion section, or during regular office hours. Submit written requests for any extended leave in advance. Reference the [information here](#).

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For workload limits see [Article 31](#), Workload, of the UC/AGSE [contract](#). If you have concerns about your workload, please discuss them with the instructor.

I understand and accept the duties as marked above.

Student's Name (PRINT) Date

Student's Signature Date Instructor's Signature Date