

Teaching Assistant Positions

The School of Medicine, Undergraduate Medical Education offers three 50% TA positions available for each academic quarter. TAs are appointed for the **summer** (August – October), **fall quarter** (October – December), for the **winter quarter** (January-March), and for the **spring quarter** (April-June).

To be eligible, graduate students in good standing should have demonstrated to have successfully mastered the foundational modules of the SOM curriculum (BMSC229-235). For the summer/fall term, we will also give preference to students who have mastered basic concepts of biostatistics and epidemiology.

Students should submit completed application as a PDF document to the Executive Administrative Specialist for Undergraduate Medical Education, **Dawn Demeritte** dawn.demeritte@medsch.ucr.edu. **To receive full consideration, for the Winter term, applications should be received by November 14, 2025. Applications received past this deadline may be considered only if positions are still open.** For the winter quarter applicants, preference will be given to students currently TAing in the fall quarter for continuity.

Naming convention for application document: SOM_TA_app_first initial and last name.

Ex: SOM_TA_app_JSmith

Applicant's Name: _____ Email: _____

Current year in program: _____

Faculty Mentor: _____ Email: _____

Reason for TA application:

- ☐ To complete TAsip requirement for PhD program
- ☐ Financial support need
- ☐ Gain more teaching experience
- ☐ Other: _____

Preferred Teaching Sessions:

(insert an **X** in the corresponding box to rank your preference 1-3, one being first choice)

Preference:	1	2	3
Summer/Fall			
Winter			
Spring			

Grades Achieved in First Year Curriculum:

	BMSC229	BMSC232	BMSC233	BMSC234	BMSC235
Grade					

Summer quarter applicants only: Provide a list of previous TAing positions at UCR and a personal statement on your knowledge of biostatistics.

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Student applicant signature: _____

Faculty Mentor Statement of Support:

Provide a statement of support to help evaluate eventual financial need. Mentor can also address the benefits this role would have on their student's career preparation.

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I support my student's Biomed TA application for consideration.

Faculty Mentor signature: _____

Teaching Assistant Position Assignment

Eligibility Criteria

- 1) Must be a Ph.D. student in Biomedical Sciences graduate program at the UCR SOM.
- 2) Must have completed first year graduate program core course requirements by July 1
- 3) Must be in good academic standing.
- 4) Must remain registered graduate student enrolled in 12 units during the academic year.

TAships will be allocated as follows:

- 1) Students will request a TAship by completing the attached form in consultation with their faculty mentor.
- 2) TA applications will be reviewed by the Associate Dean of Pre-clerkship Medical Education, in consultation with Block course coordinators, Block and/or Thread course Directors, and the Chair of the Biomedical Sciences Division.
- 3) Students who need to fulfill TA requirements will be given priority.
- 4) Session preference will be taken into consideration, however cannot be guaranteed.
- 5) TA assignments will be need to approved by the students' mentors prior to the TA allocations.
- 6) For the summer/fall session, preference will be given to students that have mastered biostatistics/epidemiology principles.

General Teaching Assistants (TAs) Information

General Duties

Instruction: TAs may be responsible to assist for the instruction of specific sessions of CBLs, TBLs. Clinical Cases, Labs and small group learning sessions each week as outlined in the course schedule, and as directed by the Block course or module directors and the Associate Dean Pre-clerkship Medical Education.

Preparation: TAs are responsible for the preparation of weekly review sessions for Year 1 students (blocks 1 and 2 in the summer/fall session; blocks 3 and 8 in the fall session; part of Block 3 and 8, and blocks 4, 5 and 9 in the spring session, and support BMSC courses by Dr. Hamblin), as instructed by block course directors and coordinators. Preparation can include, but not limited to, proctoring exams and exam review sessions, review of instructors' lectures and any assigned materials or references, review quizzes provided by the block course directors, consult with course directors and/or instructors as needed, preparation of CBL or TBL sessions as required by module/thread directors.

Proctoring: You are required to proctor all weekly quizzes, final examinations, and weekly review sessions, as directed by the course coordinators and block directors for both Year 1 and Year 2 students. Note that weekly quizzes, weekly review sessions, and final exams are all in person, hence in person attendance at all of these is imperative.

Record Keeping: You must maintain and submit all required student records (e.g. records of student attendance, participation, grades), as required by the course and module directors. This may include curriculum mapping activities as directed by the course and module directors.

Office Hours: You are to hold at least 2 hours per week for open office hours, to meet with students, answer questions, or otherwise be a resource to your students.

Tutoring: You may be required to perform individual and/or group tutoring for Year 1 medical students as part of your role.

Responsiveness and Communication: You are required to be responsive to student or instructor inquiries in a reasonable timeframe.

Professionalism and conduct: You must maintain professionalism in all forms of communication, consistent with University standards of conduct.

Meetings with the Course directors, the Course coordinator, and the Associate Dean Pre-clerkship

Medical Education: The course directors and the course coordinator will meet with you for 1 hour each week to review previous sessions, discuss upcoming week materials, discuss workload, address issues, review student progress, and enhance the working relationship. The meeting could involve the Associate Dean of Pre-Clerkship Medical Education.

TA evaluation and feedback. TA evaluations and feedback will be provided by the SOM UME including input from course directors, course coordinators, and students reps. The evaluation will assess various aspects of TA's effectiveness and professionalism (was the TA punctual, prepared, responsive to instructors and course coordinator requests, maintained a professional and collegial interactions with students, instructors, and peers, were communications consistent to University policies, etc.)

Fee Remission and Graduate Student Health Insurance Plan Fee (GSHIP)

Appointees serving at 25% time or more for the full academic quarter receive the payment of the Graduate Student Health Insurance Plan Fee, as well as a remission of the Tuition and Student Services Fee. The other miscellaneous fees, such as the Student Center Fee, the Rec Center Fee, GSA Fees and Student Tech Course Materials Fee are typically paid by the student. A California nonresident would also be responsible for payment of the Nonresident Supplemental Tuition.

If students withdraw from the quarter or resign from the position and do not work the entire quarter, the remissions will be revoked and the student will have to pay that amount. If a student waives out of the Graduate Student Health Insurance Plan they are not eligible to have the \$1,280.56 that would have been remitted paid to them.

Required Teaching Assistant Orientation

Each new TA is required to attend the Teaching Assistant Development Program's Orientation in the before they teach. More information can be found on <https://tadp.ucr.edu/ta-training/orientation>. Additional block course specific training and orientation will also be required.

For more information on student employment visit the Graduate Division's employment resources website <https://graduate.ucr.edu/academic-student-employee-ase>.