

# Information for Graduate Students applying to TA in BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses

- Complete your application through <http://taonline.ucr.edu>
- TAs are selected by the Teaching Assistant Allocation Committee (TAAC)
- More information is available on the front page of TA Online.

Graduate students need to collect the following information to complete the online application.

If a student already applied for a TA using the TA Online system, previously entered information and previous TA service is automatically entered into the application.

Applicants need to collect and think about the following information:

- (1) The UCR graduate and/or undergraduate classes that you have taken that qualify you to be a TA in a life science class [you will need to know your grades]. You will be able to select these UCR classes from a pull-down menu.
- (2) The graduate and/or undergraduate classes from other universities that qualify you to be a TA for a specific class [you will need to know your grades]. You will have to type these in.
- (3) Previous TA experiences. TAships provided From Fall 2008 forward are downloaded into your application automatically. Previous TA experiences from other institutions or at UCR before Fall 2008 need to be entered manually.
- (4) TADP status
- (5) Speak exam status
- (6) Reasons for the TAship request (meeting graduate program requirements, financial reasons, promoting career goals). Have a conversation with your major professor.
- (7) Number of quarters a TA is needed
- (8) Quarters you cannot teach due to internships, field work, etc
- (9) Special requests or considerations for the TA Allocation Committee.
- (10) Prioritize the courses for which you would like to be a TA and the courses for which you are qualified to be a TA and enter them in the TA Requests section. TAAC is not always able to give a student their preference for a TAship due to the number of requests and criteria used in the TA appointment process.
- (11) If you have spoken to an instructor and know that you will be requested as a TA for a specific class, please indicate this in the appropriate place in your application.

**Note:** Many applications in the past were not complete. Given the demand for life science TA positions an incomplete application disadvantages the applicant in the TA appointment process.

During the process opening in May each year, students may apply for Fall TA positions, but are also allowed to pre-list courses for Winter and Spring terms. **However, you are still required to log in, review/update your request list, and re-submit your application every quarter. You will be notified of Winter and Spring re-opening later in the year.**

A complete calendar of TA Online dates and deadlines is on the front page of <http://taonline.ucr.edu>

If a student has applied for a TAship they **MUST** log on every quarter to confirm the accuracy of their request and or update their application materials. ***Students who fail to confirm or update their information and submit by the deadline do not appear in the TAonline database, they cannot be selected by Instructors, and the student cannot be considered for a TAship by TAAC.***