

Teaching Assistant ❖ Registration Form



SUFFOLK
UNIVERSITY
BOSTON

LAW
SCHOOL

Academic Year:

Fall

Spring

Both Fall and Spring

Description. A student who has completed the first year of legal study may serve as a Teaching Assistant. Teaching assistants (TA) work under the direct supervision on of an individual member of the faculty to support and enhance student learning. A TA's particular duties and responsibilities will depend on the needs of the supervising faculty member. Faculty members may ask TAs to help with the creation of student assessments or to conduct background research for their preparation. TAs may also be asked to score student assessments or provide students with direct feedback. TAs may also be required to attend classes, hold office hours for students, and respond to student questions via email. In some cases, TAs may be called upon to lead discussion sessions or teach review sessions in a classroom setting. Because faculty members rely on TAs to interact with students and respond correctly to their inquiries, only students who have demonstrated a high level of understanding in the relevant subject matter will be qualified to serve as a TA. Selected students will be required to complete up to 2 hours of training regarding their responsibilities under the Family Educational Rights and Privacy Act ("FERPA") prior to starting their work as a TA. Training typically occurs during the week immediately prior to the commencement of the fall and spring semesters, and TAs are required to sign a statement acknowledging their obligations and responsibilities under FERPA.

Two credits. Enrollment is limited to students selected by a supervising faculty member. Students who serve as a TA for course credit are not eligible to work as a paid TA or Research Assistant in the same semester. In order for students to receive 2 credits, they must work a minimum of 90 hours as a TA.

Work as a TA is graded on a Credit/No Credit basis. This grade is not included in the calculation of the student's grade point average. Students receiving credits for their work as a TA are subject to law school regulation II, G, Credits for Clinical and Other Non-Classroom Activities. Under these rules, "a student may not receive more than two units of credit in any semester for non-classroom ungraded activities" and "no more than 16 credits of ungraded non-classroom work" may count toward their degree requirement. Non-Classroom Activities" include a Directed Study Project, membership on the Journal of High Technology Law, Moot Court Board, Moot Court Team, Suffolk University Law Review, Suffolk Transnational Law Review, Health and Biomedical Journal, Concentration Thesis, and service as a Research Assistant.

Please review rule II, G for more specific information regarding credit allocation and grading of non-classroom activities - www.suffolk.edu/law/student-life/rulesandregs.php#rule2G.

Student Name

Student ID:

Today's Date

Class Year

Anticipated Degree Date

Course Name

In order for a student to receive 2 credits, the student must work a minimum of 90 hours as a TA.

Faculty Member (print name) *

Faculty Member Signature *

* If the faculty member supervising the project is a member of the Suffolk University adjunct faculty, approval and the signature of an Associate Dean must be obtained prior to submission for registration.

Associate Dean



Time Log: Must be completed by student and submitted upon completion of at least 90 hours

<u>Date</u>	<u>Hours From</u>	<u>Hours To</u>	<u>Description of Work</u>	<u>Total Hours Worked</u>

Total Hours: _____

Faculty Certification

Supervising Professor (print)

Teaching Assistant (print)

Student #

Work completed during the of
 fall/spring* year

I certify that the above named student has worked a minimum of 90 hours as a TA.

Professor's signature

date

email

**Students serving as a TA in both the Fall and Spring must submit this form to their supervising Professor for completion at the end of each semester. Faculty Certification must be submitted to the Office of Academic Services no later than the last day of classes for the semester in which the student worked as a Teaching Assistant.*