

## Queen's ECE Graduate Teaching Assistantship Application Form Fall & Winter 2020 – 2021

Complete and return this form to the ECE Department Office by **17 July 2020** otherwise eligibility for teaching assistantship *and* QGA funding will be lost.

SURNAME	GIVEN NAME		SUPERVISOR'S NAME
		MASc <input type="checkbox"/>	
QUEEN'S E-MAIL ADDRESS		STUDENT NUMBER	PROGRAM START DATE
		PhD <input type="checkbox"/>	

**Please rank preferred courses for teaching assistantship (see notes, next page).**

Rank *at least* 4 courses (1, 2, 3, 4, ...) in the Fall. Rank *at least* 4 courses (1, 2, 3, 4, ...) in the Winter.

Fall term courses		Duties		Winter term courses		Duties	
Rank	Course number	L	M/T	Rank	Course number	L	M/T
	ELEC 221	√	√		ELEC 224	√	√
	ELEC 271	√	√		ELEC 252	√	√
	ELEC 278	√	√		ELEC 270		√
					ELEC 274	√	√
	ELEC 324	√	√		ELEC 279	√	√
	ELEC 326		√		ELEC 280	√	√
	ELEC 353	√	√				
	ELEC 371	√	√		ELEC 333	√	√
	ELEC 377	√	√		ELEC 372	√	√
					ELEC 373		√
	ELEC 422	√	√		ELEC 374	√	√
	ELEC 425	√	√		ELEC 381	√	√
	ELEC 431	√	√		ELEC 390	√	√
	ELEC 443	√	√				
	ELEC 473		√		ELEC 408		√
	ELEC 474	√	√		ELEC 436		√
	ELEC 490 (F/W)	√	√		ELEC 448	√	√
					ELEC 451	√	√
	SOFT 437		√		ELEC 457	√	√
					ELEC 461		√
					ELEC 470	√	√
					ELEC 472	√	√
					ELEC 481		√
					ELEC 490 (F/W)	√	√
					SOFT 423		√

L = laboratories and/or other practical elements; M/T = marking and/or tutorial support

**\*\*Are you willing to do more than one TA?**  YES  NO

### Most Recent Previous TA Experience

Year	Course (title if not Queen's)	Hours/week	Brief description of duties

Please check off any specific experience that you have below:

- |  |   |
|--|---|
| <input type="checkbox"/> Programmable logic chips & design software        | <input type="checkbox"/> RF/microwave/ fibre optics |
| <input type="checkbox"/> Microprocessors and hardware/software interfacing | <input type="checkbox"/> Communications hardware    |
| <input type="checkbox"/> DSP hardware                                      | <input type="checkbox"/> Electronics                |
| <input type="checkbox"/> Software engineering                              | <input type="checkbox"/> Matlab programming         |
| <input type="checkbox"/> Algorithm Development                             | <input type="checkbox"/> Machine Learning           |
| <input type="checkbox"/> Python programming                                |   |

**Notes:**

1. We will do our best to match your preferences, but we cannot guarantee that you will be placed in your most-preferred courses. The overall assignment of teaching assistants is based on their qualifications as well as preferences, and is made in the best interests of the undergraduate programs in the Department and in the Faculty. In order to provide the necessary flexibility for the Department in the assignment of teaching assistantships, you are asked to rank *at least 4 preferences in each term*.
2. Detailed ELEC and SOFT course summaries and Webpages can be accessed from the ECE Department Website by following the links “Undergraduate and Courses”.  
<https://www.ece.queensu.ca/undergraduate/courses/index.html>
3. TAs are often required to assist instructors in invigilating/supervising midterm examinations (which may be in the evening) and any quizzes in their assigned courses. TAs also typically assist instructors in the marking of midterm examinations and/or quizzes. As a result, there may be one week where more time must be dedicated to TA duties than another week. The overall workload for each TA will, however, conform to the total number of hours allocated for each term.
4. Specific TA duties will be assigned by course instructors, through organizational meetings at the start of each term. One result of such discussions is the completion and signature of the “TA Agreement Form” in order to summarize the planned duties and the estimated number of hours for the various activities within the total number of hours allocated.

A description of “Responsibilities and Terms of Employment for Graduate Teaching Assistants” is attached and should be retained for future reference. *Acceptance of an offer of employment as a Teaching Assistant is also an acceptance of these responsibilities and terms of employment.*

**QUEEN'S UNIVERSITY  
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING**

**Responsibilities and Terms of Employment for Graduate Teaching Assistants**

A Teaching Assistant is an employee whose duties normally include some combination of laboratory instruction, tutoring, and the marking of assignments, reports, quizzes, and examinations. Because their duties bring them into substantial contact with other students, Teaching Assistants play a crucial role in delivering the academic programs of the Department. For this reason, Teaching Assistantships are offered only to those who are qualified and demonstrate good potential, and are renewed only for those who perform well and apply themselves conscientiously to their duties.

The Department expects Teaching Assistants to carry out their assigned duties in a professional manner. Teaching Assistants are expected to appear on time and to be fully prepared to serve as effective instructors for all laboratory and/or tutorial sessions to which they have been assigned. Teaching Assistants must generally dedicate sufficient time for preparation prior to a scheduled laboratory or tutorial session.

Given the nature of duties for Teaching Assistants, the Department views the weekly time commitment in the offer of employment as an average that may vary from week to week (e.g., more hours are often dedicated during the week of the midterm examination for a course due to invigilation and marking). The total number of hours for each Teaching Assistant during the term must, however, conform to the contractual stipulation. Teaching Assistants and Course Instructors together ensure that this requirement is met with appropriate scheduling of duties.

The assignment of Teaching Assistants to specific courses will be announced August 2016. Course Instructors will then, in the first week of term make a detailed assignment of duties to those Teaching Assistants assigned to them, often with organizational meetings early in each term. Questions on such assignments should be addressed to the Course Instructor involved. Teaching Assistants are expected to contact the Course Instructor for whom they will be working as soon as they receive their assignments in order to ensure that proper planning of duties and any organizational meetings can be initiated in a timely manner.

**SOME IMPORTANT REMINDERS FOR TEACHING ASSISTANTS**

1. **In accepting a Teaching Assistant position you must be available and ready to begin your position from the first day of term to the last day of term**, for example for the Fall term you must be available from September 1<sup>st</sup> to December 24<sup>th</sup>.
2. It is the responsibility of all Teaching Assistants who are not landed immigrants or Canadian citizens to obtain a valid SIN Card. **PLEASE DO NOT BEGIN YOUR DUTIES UNLESS THE SIN CARD HAS BEEN APPLIED FOR AND PROOF HAS BEEN PROVIDED TO THE DEPARTMENT.**
3. Please note that income tax will be deducted at the rate for a single person, unless you submit a currently completed TD1 Taxation Forms at: <http://www.queensu.ca/financialservices/forms> located under the drop down menu under forms. Blank forms are available from Human Resources Fleming Hall, Stewart-Pollock Wing Kingston, ON K7L 3N6.

Because of the length of time needed by Human Resources to process documentation, any delay in providing the information required on the employment contract will result in a delay in being paid for the balance of the term. The most important items to provide are a Social Insurance Number (show card to Department and a photocopy will be taken) and Bank Account Information (provide a void cheque).