

## **Instructions for Department of Integrative Biology TA Application** **Spring 2021**

1. **IMPORTANT!** Please make sure to put your campus ID number and email on the application form.
2. **TA Training:** If you are selected as a TA for the spring semester, you must be on campus during Welcome Week (the week before classes begin) for scheduled TA training sessions. A complete schedule of training sessions will be announced later.
3. **Enrollment Requirement:** TAs must enroll. To maintain fulltime status, non-dissertators holding at least 33.4% need to enroll for 6 credits. Those who hold a 50% appointment need to enroll for 4 credits. Dissertator TAs are considered fulltime with 3 credits.
4. **International students must pass the SPEAK TEST** to be considered for a TA position. After the interviews, iBio Department will schedule a SPEAK test for you.
5. **First time applicants:** In addition to the completed application form, email a current resume and copies of all of your college transcripts to Nazan (atilla@wisc.edu). On your transcripts, highlight all the biology, chemistry, math, statistics and physics courses you've taken. Unofficial transcripts are perfectly fine.
6. **Graduate students in professional or capstone certificate programs are not eligible to have TA appointments. Inquire with Nazan Gillie, if you are not certain of the eligibility of your application.**
7. **TAs for upper level courses** (those numbered 200 and above) are selected by the faculty instructor of the course. There is a great deal of uncertainty about which upper level courses will be offered at what capacity. If you know you will be teaching an upper level course, please indicate it on your application. If we have the need to hire a TA for an upper level course, we will contact applicants who are good candidates for the position.

**We will be primarily hiring for the introductory courses, Zoology 102, 151 and 152.**

### **Application Deadline:**

- To insure consideration of your application, you must complete the application form and provide supplementary material by the due date.
- First time applicants should email supplemental documents listed above to Nazan Gillie ([atilla@wisc.edu](mailto:atilla@wisc.edu)) before **Friday, December 4. Department of Integrative Biology will continue to review applications submitted past this deadline until all TA positions filled.**
- As a first time applicant, if considered, you will be called for an interview (or a phone interview).
- Once we offer you a position, we will require that you submit a current class schedule promptly and make necessary arrangements to be present for the training sessions during the week of January 13.

If you have questions or need additional information, contact:  
Nazan Gillie, (608) 262-2741 or [atilla@wisc.edu](mailto:atilla@wisc.edu)