**Department of Sociology – University of North Texas**

**Teaching Fellow (TF)/Assistant (TA)/Tutor Grader (TG) Application**

In order to apply for a position, please complete this form and turn it in at the front desk, Department of Sociology, Chilton 390 or email it to Fonda Gaynier [**Fonda.Gaynier@unt.edu**](mailto:Fonda.Gaynier@unt.edu). TF and TA positions are .5 FTE positions (20 hours per week). TG positions are hourly positions (up to 20 hours per week; hours vary at the discretion of the supervisor/Department). Hiring of TGs usually takes place at the beginning of each semester.

**MINIMUM QUALIFICATIONS**

The Department of Sociology at the University of North Texas sets high standards for its student employees, and compliance with these standards is a condition of employment. As an employee, you must possess the following qualifications/requirements:

* Must maintain a minimum grade point average of 3.5
* Must be enrolled in at least 9 credit hours in the semester
* Must be enrolled in at least one UNT graduate course in the semester
* Must complete necessary training requirements (e.g., “Teaching Sociology” course for TFs)
* Must develop and maintain effective working relationships with students, coworkers and supervisors
* Must be able to follow the Department’s policies and procedures with professionalism
* Must arrive on time, follow directions, and respond to requests promptly
* Must treat coworkers with respect
* Must be honest and dedicated in your work while maintaining a positive, enthusiastic attitude
* Must have ability to work independently as well as in a group environment
* Must maintain regular contact with supervisor
* Must be able to meet the instructional needs of supervisor

**NAME (first and last):**

**Semester Applying:**  **Year**

**STUDENT ID NO.:** **GPA:**

**ADDRESS:**

**(Street) (City, State, Zip)**

**MAIN PHONE NUMBER:** **OTHER NUMBER:** **E-MAIL:**

**CLASSIFICATION:**

**THE GRADUATE SCHOOL EXPECTS STUDENTS TO FILE A DEGREE PLAN UPON OR BEFORE COMPLETION OF 12 SEMESTER HOURS. DO YOU HAVE AN APPROVED DEGREE PLAN ON FILE AT THE GRADUATE SCHOOL?**

**EXPECTED GRADUATION DATE:**

**SPECIAL INTERESTS, TALENTS, SKILLS:**

**LIST PREVIOUS WORK EXPERIENCE:**

**OR ATTACH RESUME/VITA**

**WHY ARE YOU APPLYING FOR THIS POSITION?**

**DO YOU HAVE A PREFERRED POSITION?**

**DO YOU HAVE AN INSTRUCTOR WHOM YOU PREFER TO WORK WITH?**

**IF YES, WHO AND WHY?**

**IF YOU HAVE PREVIOUSLY HELD A TF/TA/TG POSITION, TO WHICH INSTRUCTORS AND COURSES HAVE YOU BEEN ASSIGNED?**

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| --- | --- | --- | --- |
| **Course** | **Semester** | **Instructor** | **Delivered Online?** |
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**UNDERGRADUATE SOCIOLOGY COURSES COMPLETED:**

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| **Course** | **Semester** | **Grade** | **Taken on Online?** |
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**GRADUATE SOCIOLOGY COURSES COMPLETED:**

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| **Course** | **Semester** | **Grade** | **Taken on Online?** |
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**AVAILABILITY:**

**CLASS SCHEDULE FOR SEMESTER FOR WHICH YOU ARE APPLYING:**

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| M | T | W | Th | F |
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**WILL YOU BE EMPLOYED OUTSIDE THE DEPARTMENT OF SOCIOLOGY AT THE UNIVERSITY OF NORTH TEXAS DURING THE SEMESTER FOR WHICH YOU ARE APPLYING?**

**IF SO, WHO IS THE OUTSIDE EMPLOYER?**

**OUTSIDE WORK SCHEDULE:**

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**ARE YOU ABLE TO PERFORM ALL DUTIES OF A TF/TA/TG FOR THE DEPARTMENT?**

**HOURS AVAILABLE TO WORK FOR THE DEPARTMENT (SOCIOLOGY COURSES ARE SCHEDULED M-Th FROM 8AM-9PM AND F FROM 8AM-5PM):**

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| --- | --- | --- | --- | --- |
| M | T | W | Th | F |
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**Please save the form to your computer and email to** [**Fonda.Gaynier@unt.edu**](mailto:Fonda.Gaynier@unt.edu) **for submission.**