



Teaching Assistant (TA) Frequently Asked Questions

Q1. What are the eligibility requirements to apply for a CoA Teaching Assistantship (TA)?

To be eligible for the College of Architecture teaching assistantships, **graduate students** must meet the following minimum requirements (Co-Terminal students are not eligible for TA funding).

1. 3.0 GPA or above
2. Enrolled as a full-time graduate student (9 semester hours minimum, Fall and/or Spring)
3. Not employed full-time
4. M.Arch/MLA/MS students should have completed one academic semester in the program. Consideration will be given to new students if openings are available. PhD students will be vetted and approved in collaboration with the PhD Program Director, with preference given to PhD students in the first 3 years of their studies.

Note: If your tuition is fully funded by a scholarship or government agency, you will not be eligible for a TA position because the funding allocation cannot support a 100% stipend TA position.

Q2. What is the compensation for CoA Teaching Assistants?

Teaching Assistant awards are generally allocated as 30% stipend and 70% as tuition credit. Awards are given based on the number of hours assigned per week and the hours range from 10, 15, or 20 hours per week. The award amounts generally range from \$2,500 - \$4,500 per semester. Tuition and stipend amounts are entered by CoA staff in the Graduate Funding System once a student accepts a TA position.

Q3. How and when can I apply to be a CoA Teaching Assistant?

An online CoA TA application will be emailed to all Graduate students (at their IIT student email address). The application is generally emailed after the end of each semester. Fall applications are generally due late July and Spring applications are due in December in order to screen and assign TAs to departments or courses before the semester begins.

Q4. I've been offered a CoA teaching Assistant position? What are my next steps?

- a. Confirm your acceptance or rejection of the Teaching Assistant position by replying to the email offer you receive indicating your acceptance or rejection.
- b. All NEW TAs for Fall must register for HUM 601. This zero credit seminar is required of all new teaching assistants at IIT and introduces students to classroom and course management issues, strategies, and ethics. In addition, students give classroom-lecture style presentations using basic instructional visual aids. If your first semester as a TA is Spring, and you are returning next Fall, you should plan to register for HUM 601 then.
- c. If you've accepted your position, email your assigned professor/supervisor so you can establish your work schedule and duties for the semester.

d. **If you have not been employed as a student at IIT previously, it is essential that you first complete hiring paperwork to legally begin work.** If the necessary hiring paperwork is not submitted to Student Employment, you will not be able to work.

International students

International students need to apply for a **Social Security Number (SSN)** before completing the hiring paperwork below. If you do not have a SSN on file at Illinois Tech, please see [these instructions](#). I will automatically generate the **Job Offer Letter**, which is required when applying for an SSN card. The Student Employment Office will email you when it is ready for you to pick up. If you already have a SSN, first submit your information to the Registrar's Office, [here](#). *It is extremely important that international students do not work before being approved; doing so would be in violation of immigration status, which can lead to immediate departure from the United States.*

Additionally, international students need to make sure they are registered full-time. If they are not enrolled in all of their classes, their hiring paperwork cannot be processed in Banner.

Hiring Paperwork for ALL students:

If you have not previously done so, you will need to complete the following documents to be legally authorized to work on campus. I will automatically generate a Job Offer Letter to the Student Employment Office so they know you will be working. **Only International Students applying for a Social Security Number (SSN) need to pick up their Job Offer Letter.** Please print, complete and submit these to the Student Employment Office, located in the Tower, room 9D6-2. **All forms can be downloaded from the Student Employment website.**

1. **The I-9 form** (Employment Eligibility Verification)
 - Read the I-9 instructions carefully
 - Bring the proper forms of identification with you **to the Student Employment Office (IIT Tower, 2C8-1)** for examination and duplication. See the *List of Acceptable Documents* on page 9 of the I-9 instructions.
 - If you do not have your paperwork turned in on time it may delay the processing of your award and/or the distribution of your financial aid.
2. **Federal W-4 Form**
3. **Illinois W-4 Form**
 - Questions? The [IRS website](#) can guide students through the W-4 process
4. **Confidentiality agreement**
 - Download, read, print, and sign
5. **Direct Deposit Form**
 - This is strongly encouraged, but not mandatory
 - Bring a voided check or documentation from your bank showing the Bank Routing Number and the actual Account number

IMPORTANT: YOU WILL NOT BE PAID A STIPEND, NOR SHOULD YOU BEGIN WORKING, UNTIL YOU'VE SUBMITTED THE REQUIRED STUDENT EMPLOYMENT PAPERWORK.

Q5. How do I establish my TA work schedule?

Contact your supervisor/instructor as soon as you receive notification of your TA assignment. **You should begin working the first week of the semester through the end of final exam week.** You and your supervisor/instructor will determine what your weekly schedule will be for your assigned hours (10, 15, or 20 hours per week). If you are a TA for an instructor's class, you should plan to attend the class and then schedule additional hours to assist with administrative duties such as making copies and grading as well as instructional duties such as tutoring/office hours. You do not have to work on any of the University holidays such as Labor Day, Fall Break, Thanksgiving,

Spring Break, etc. You should not work more hours than you are assigned as additional compensation will not be provided.

Q6. Will I need to submit a time sheet to document my hours and receive my tuition remission and stipend?

No. As a graduate Teaching Assistant, you receive a pre-determined tuition remission that is applied to your account at the beginning of the semester and a stipend amount that is paid out to you evenly over the course of the semester.

Q7. How will I receive my stipend and what are the stipend pay dates?

As long as you have turned in your student employment documents and there are no unforeseen problems in processing, your payments will be distributed evenly over the course of the semester according to IIT's bi-weekly payroll calendar. You can see the stipend pay dates for this year by clicking [here](#).

Q8. I've been offered a TA position after I've paid my tuition in full. Will I get a refund?

An excess payment will appear as credits on your account. It can be applied to future semesters **or** students can request a refund. To receive a refund, review the information [here](#).

Q9. How do I arrange to make up hours I may have missed due to illness, studio travel, etc?

You and your supervisor/instructor should discuss how you can make up the hours-making up your hours either later that same week or the following week is a good practice.

Q10. What should I do if I need to resign my Teaching Assistant position during the semester?

Immediately notify your assigned professor/supervisor **and** Cynthia Torres at ctorres2@iit.edu. Please be aware that your stipend will end effective the day you resign and your tuition award will be reduced by a prorated amount, which means you may be billed for that tuition amount.

Q11. My professor has asked that I have Blackboard access to the course I'm a TA for. How do I get access?

Faculty can add you to their course by using the Course Management>Course Tools>Manage Users tool in Bb. See tutorial video [here](#). Your assigned professor may also email OTS at supportdesk@iit.edu and request that you have TA access to the course in Blackboard.

Q12. My professor has asked me to pick up his mail. Where is the mailroom?

The mailroom is located in Crown Hall, Upper North Core (west corner). You can pick up the mailroom key in the Administration Office (room UC4)--ask staff in the office where to find the key!

Q13. My professor has asked me to make copies for his class. Where can I make copies?

Print/copy requests can be submitted via email to officeservices@iit.edu. For print orders **under \$50.00**, please attach the **Journal Entry Form (available here: <https://web.iit.edu/controller/forms>)** with your print/copy request to the IIT Office Services Department. Include the faculty's name, course number, brief description of the print job you are requesting. You will **not** need to obtain prior approval for print jobs under \$50.00.

For print orders **over** \$50.00, please email the Journal Entry Form to [Dina Taylor](#), Director of Finance, CoA Administration Office.

IIT Office Services printing costs are as follows:

Black and White:	.06 cents per copy
Color:	.25 cents per copy
Binding:	\$3.50 each
Lamination:	\$1.00 per sheet

IIT Office Services is **located in Perlstein Hall**-east stairwell-lower level.

If you are making **less than 20 copies**, you may use the copy machine in the CoA Administration Office.

Q14. My professor has asked me to get office supplies for class (such as chalk, white board markers, thumb tacks, post-its, etc). Where can I get office supplies?

General office supplies for faculty are available in the CoA Administration Office. Please ask one of the staff in the office where you can find supplies for faculty.

Q15. My professor has asked me to reserve a room in Crown Hall or the 3410 Building. How do I reserve a room?

For general space request inside Crown Hall or 3410 building, **faculty** should make all reservations online at: <http://reservations.iit.edu/Login.aspx>

The username and password required to make reservations at this website is emailed to all faculty at the beginning of the semester. You should check with your faculty supervisor to obtain the information or s/he should make the reservation directly.

Q16. Are there other campus resources that will help me with my TA responsibilities?

Yes. The Galvin Library has collected a variety of resources you may find helpful at:

<http://guides.library.iit.edu/teachingassistants>

In addition, **all NEW TAs must register for HUM 601 (offered Fall only)**. This zero credit seminar is required of all new teaching assistants at IIT and introduces students to classroom and course management issues, strategies, and ethics. In addition, students give classroom-lecture style presentations using basic instructional visual aids.

Q17. Will I automatically be reappointed as a TA each semester and academic year?

Teaching Assistants who are in good academic standing and have received a satisfactory evaluation from their supervisor are generally renewed for the subsequent term; however, reappointments are always subject to funding availability. You will receive an email (Google form) asking if you are interested in continuing as a TA for the subsequent semester.

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