Teaching Assistant Substitution Agreement

Instructions: Please read the agreement, have all appropriate people sign the agreement, and return to Kim Mollere in the Graduate Studies Office, 113 Choppin Hall. By signing this form, both the Teaching Assistant and the substitute Teaching Assistant, are acknowledging responsibility.

By signing this form, you agree to allow a fellow chemistry graduate student substitute for a Teaching Assignment you will miss. You must state a reason for your absence and have the form completed and signed by all parties. Once all have signed, you must turn the form into the Graduate Studies Office in 113 Choppin Hall for filing.

Teaching Assistant: ____________________________ Date: ______________

Course number and Section: ____________________________

Day, Time, and Location: ____________________________

Reason for Missing Teaching Assignment: _______________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

As a substitute for a fellow graduate student, you agree to fulfill the duties outlined above as a Teaching Assistant. You must arrive on time and perform the Teaching Assistant duties satisfactorily.

Substituting Teaching Assistant: ____________________________ Date: ______________

Instructor (of Course) Approval: ____________________________ Date: ______________

Director of Undergrad. Lab. Approval: ____________________________ Date: ______________

Director of Graduate Studies Approval: ____________________________ Date: ______________