

## 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: \_\_\_\_\_