

SPRING 2021 MIS TA APPLICATION

Complete this application neatly and legibly. Submit application and any required attachments to Judith Allen@uhcl.edu before Noon, Tuesday, November 24, 2020 (Houston, TX time).

Incomplete or late applications will not be considered.

You must use your UHCL student email account for all TA application related correspondence.

Name: _____

Student ID: _____

UHCL Student Email: _____

Your UHCL Student Email remains active and will be used to communicate with you during this application process. Your student UHCL email account should be chosen as your best email account in order to receive important UHCL notifications.

UHCL Employee Email: _____

During your UHCL on-campus employment you will be provided a UHCL employee email. This email account will be deactivated at the end of your employment assignment; even re-hired the next semester. This email account should not be chosen as your primary UHCL email account due to it being deactivated at the end of your employment assignment.

Personal Email: _____

Phone Number: _____

Mailing Address: _____

Anticipated Graduation: ____ Spring 2021 ____ Summer 2021 ____ Fall 2021

Number of Completed Hours in MS/MIS Degree: _____

TA applicants must have completed a minimum of 18 credit hours in MS/MIS degree.

Cumulative GPA: _____

Must have a cumulative GPA of 3.25 and no grade lower than a "C" in any course taken towards MS/MIS.

Do you have an Honesty Violation(s) on file or in progress: ____ Yes ____ No

Do you have any type of tuition wavier? ____ Yes ____ No

Type of tuition waiver (scholarship, residency, etc.) _____

Provide a copy of waiver notice/document with this application.

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Do you have an internship or off-campus job during the spring 2021 semester?

Yes No

Do you have a Social Security Number? Yes No

Do you have or have you had an UHCL on-campus job? Yes No

If YES with what office/college: _____

Are you still employed by this group? Yes No

If not still employed, when did you leave this campus employment.

Reminder: Your F-1 visa and I-20 needs to be active through the spring 2021 semester.

Do you have the technology and ability to telecommute remotely with faculty, students and staff? Yes No

Are you comfortable to attend UHCL campus as requested? Yes No

As Covid-19 changes situations, there may be times when on-campus assignments/projects change and require your presence. This requires that you are located in the area and can come to the UHCL campus. If you do not feel comfortable with this possibility or not in the area to attend campus, please do not apply for a MIS TA position.

Teaching Assistants are employed by the MIS department for 20 hours weekly. These hours are to be spent on MIS departmental duties mainly in the BUS/MIS computer labs, MIS designated locations and/or remotely telecommuting for spring 2021 semester. The work schedule may include morning, evening and weekend hours.

You have read and understand the above notice. Yes No

Your schedule may include morning, evening and weekend assignments:

Any conflicts other than your course schedule that you would like to have considered for developing your assigned schedule need to be stated here:

Spring 2021 employee holidays are Monday, January 18, 2021 (Martin Luther King, Jr. Day) and Friday, March 19, 2021 (Spring Break Holiday for Employees).

Teaching Assistants are employees. The holiday schedule for students and employees for Spring Break is different.

You have read and understand the difference in spring break holidays for students and employees. Yes No

You must be eligible to work from Tuesday, January 19, 2021 until Friday, May 14, 2021.

The last day of classes is Monday, May 10, 2021 and the last day of employment is Friday, May 14, 2021.

You have read and understand the last day of employment is different from the last day of semester classes. Yes

Each semester there are some usual issues that students that are offered a MIS TA position have not considered. With Covid-19 these cause more delays and frustrations for many. Please take the time to read the MIS Teaching Assistant (TA) Employment Description and also read carefully the items on the application.

At this time during the fall 2020 semester there are unknowns about what will be happening over the winter break and the time prior to the start of the spring 2021 semester. However, here are some of the items that you as an applicant must understand. If you are traveling anywhere during the winter break, you may have delays returning. You may be required to quarantine upon return. Or you may be denied re-entry depending on where you have been.

Also please be considerate to UHCL employees. We all want to do a good job in assisting you but many are working remotely, there have been changes in personnel (or loses of personnel), changes in process, etc. Likewise, for example, if you do not have a Social Security Number, the wait for an appointment can be lengthy.

Are you traveling during the Winter Break. Yes No

Please indicate where _____

Scheduled Date/Time Returning to Houston Area
