

TEACHING ASSISTANT AGREEMENT

TA Information	Course Information:
Name:	Name: READY COURSE
Address:	Term: 2009
	Dates/Times: per website
	Location:
Cell:	

Terms and Conditions:

- It is mutually agreed that the Teaching Asant shall not be considered an employee of Funkaar Studios.
- Funkaar Studios agrees to provide Teaching Assistant complimentary attendance and handouts to the above mentioned Ready Course in exchange for the services listed below.
- Teaching Assistant agrees to act as a Funkaar Studios representative in performance of the stated duties
- Teaching Assistant agrees to remain energetic and polite to students and instructor
- Teaching Assistant agrees to be available for the ENTIRE course (1-day or 5-day or 11-week courses)
- Teaching Assistant agrees to arrive one (1) hour prior to each class
- Teaching Assistant agrees to locate campus security, restrooms, cafeteria/vending on campus upon arrival
- Teaching Assistant agrees to contact campus security as needed to unlock classroom door each day
- Teaching Assistant agrees to post directional signage provided by Funkaar Studios prior to each class
- Teaching Assistant agrees to follow check-in procedures to admit students and distribute in-class handouts
- Teaching Assistant agrees to assist instructor in carrying class handouts and equipment as needed
- Teaching Assistant agrees to setup/cleanup classroom each day
- Teaching Assistant agrees to clear marker/chalk board over breaks and end of class
- Teaching Assistant agrees to be the last one to leave and lock-up as needed at the end of each class
- Teaching Assistant agrees to not sell/distribute/post/use student information outside of class
- Teaching Assistant agrees to not sell/distribute/post handouts outside of class
- Teaching Assistant agrees to not make announcements to Funkaar students in or out of class
- Funkaar Studios reserves the right to re-assign or dismiss any TA position at any time regardless of reason

Failure to meet above requirements is subject to forfeit of TA position. These are your responsibilities in exchange for receiving free classes during your TA term. As TA, you are expected to know and perform these duties upon arrival. Its is not the instructor’s duty to remind you of your responsibilities.

I agree to above stated terms and conditions of this Teaching Assistant Agreement.

Teaching Assistant Signature
Date
Please print full name here