

PHYSICS / ASTRONOMY DEPARTMENT MINNESOTA STATE UNIVERSITY MOORHEAD

Student Work Application

Name: _____ Student ID Number: _____

Local Address: _____

Local Phone: _____ Major: _____

Number of hours you can work each week: _____ Number of credits registered for per semester: _____

Please write a statement of interest. Write your response on an additional sheet of paper. Include prior teaching and tutoring experience as well as any other relevant experience. Address what you hope to gain and what you could contribute as a tutor or Learning Assistant.

Please circle any courses you have taken:

AST102 AST104 Phys160 Phys200 Phys305 Phys306 Phys312 PSCI170

Semester/Year Taken: _____

If previously LA'd or Tutored, indicate semester and course: _____

Name of instructor: _____

Have you taken **UNIV 340** "LA Program Seminar"? _____ When? _____

If have not taken **UNIV 340** are must register to take it. If you have previously taken **UNIV 340** you are encouraged to repeat it while working as an LA. Are you planning to take **UNIV 340**? _____

* If you need an exception from the **UNIV 340** please see the Department Chair.

Please circle or highlight times you are available:

Lab Assistants or Teaching Assistants	Time	Lab Assistants or Teaching Assistants	Time
AST 104 Lecture	TH 12:00 – 12:50	PHYS 161 Lecture	MWF 10:00 – 10:50
AST 104 Lab	T 1:30 – 2:40	PHYS 161 Lab	TH 12:00 – 1:15
AST 104 Lab	W 1:30 – 2:40	PHYS 161 Lab	TH 1:30 – 2:45
AST 104 Lab	H 9:00 – 10:10		
		PHYS 201 Lecture	MFW 10:00 – 10:50
		PHYS 201 Lab	TH 9:00 – 10:15
		PHYS 201 Lab	TH 3:00 – 4:15
		PHYS 306	MW 3:00-4:50
Tutors		PSCI 170 Lab	T 12:00-2:20
AST 104		PSCI 170 Lab	T 3:00 – 5:20
PHYS 161			
PHYS 201			

Note: You will also need to meet one hour/week with instructor for prep.



Subject: Expectations for Undergraduate Employees of Physics and Astronomy

Welcome to employment in the Department of Physics and Astronomy. You are now part of a group of individuals who strive to accomplish a goal of providing a quality educational experience to our students. To help streamline how all of us work together to accomplish this goal, we have outlined here a series of expectations for our undergraduate employees. Please review this list and ask your immediate supervisor if there are any concerns you have before proceeding with your employment.

Time cards should be filled out immediately after a work shift. Please make sure to fill out your time card daily immediately after working each shift as it helps Joy, our department manager, keep things running more smoothly when she has an idea of your daily routine. Furthermore, if the time card is not filled out when it is due¹, you may not be paid.

Learning assistants should plan ahead of each lecture/lab they are assisting. Learning assistants should contact the instructors ahead of each lecture/lab for information on the material that is going to be covered in that lecture/lab. It would be a good idea to try to set up a regular time to meet with the instructor so you (and they) can plan out the lecture/lab ahead of time. Department contracts pay you for one hour of preparation time per week, preferably with the instructor.

Let us know if you are going to be missing. If you are not going to be able to attend to your work shift, please alert your supervisor ahead of time if at all possible. If you can not contact your supervisor, contact Joy (218-477-2141) and she can relay the message. This is especially important for learning assistants, since we often count on the presence of learning assistants in a class for managing lecture tutorials or lab groups. We can adjust to your absence more easily if we are aware of it more than a few minutes ahead of time.

At the beginning of the semester there will be a **mandatory** meeting for all LA's.

Please sign below to indicate that you understand that these are expectations for your employment with the Department of Physics and Astronomy.

Name

Date

¹ Pay periods start on Wednesdays and end on Tuesdays and run two weeks.