

Instructions for Completing the Teaching Assignment Form

Please follow these steps in completing the Teaching Assignment Form. If forms are not completed correctly, they will be returned to you.

1. For each course, indicate with an X all those that you've taken at PSU.
2. Please note the change in course designations from CSE to CMPEN or CMPSC – descriptions can be found on the CSE website. 500-level courses remain as CSE.
3. If you have not taken the course at PSU but have taken an equivalent course elsewhere, check the appropriate box. Note that all courses with numbers above 500 are graduate courses. So unless you have done graduate work elsewhere, it is unlikely that you have taken an equivalent course.
4. Check all courses for which you have previously been a teaching assistant.
5. Check all courses for which you feel qualified to be a teaching assistant. All courses marked with an * require competency in spoken English. To qualify, you must achieve a score of 55 or greater on the Test for Spoken English (TSE) or have received an "A" in ESL 118G.
6. Show your preference using integers from 1 to N, where 1 indicates the most desirable and N the least desirable. You may use the same number more than once (indicating equal preference). You MUST indicate a preference for ALL courses for which you are qualified. In particular if you are competent in spoken English, you are qualified for all CMPSC courses and you must provide a preference number for each of these courses.
7. Note that this application must be fully completed. All incomplete forms will be returned to the applicant.

Teaching Assignment Form

From: Dennis Dunn

First Name _____

To: Teaching Assistant Applicants – Spring 2007

Last Name _____

Date: November 19, 2007

Email: _____

TSE score: _____ or
 Most recent speech course completed (and semester to
 be completed): _____

Course Assigned: _____

Please complete the table below following the instructions on the back and return it to Vicki Keller in 343E IST no later than 7:00 AM on Friday, December 7, 2007.

Course	Have Taken at PSU	Have Taken Equivalent	Have Previously Assisted	Qualified to Assist	Preference (1,2,3, ...)
CMPSC 100 (MS Office)*					
CMPSC 101 (C++)*					
CMPSC 102 (Visual Basic)*					
CMPSC 200 (Matlab)					
CMPSC 201 (C++)*					
CMPSC 203 (Access, Excel, VBA) *					
CMPSC 121 (C++)*					
CMPSC 122 (C++)*					
CMPSC 221					
CMPSC 311					
CMPSC 360 (Writing Proofs)					
CMPSC 431W					
CMPSC 442					
CMPSC 443					
CMPSC 455					
CMPSC 458					
CMPSC 461					
CMPSC 465 (Writing Proofs)					
CMPSC 471					
CMPSC 473					
CMPSC 483W					
CMPEN 271					
CMPEN 297B (Log Des Th & Prac)*					
CMPEN 331 (VHDL)					
CMPEN 362					
CMPEN 411					
CMPEN 431 (VHDL)					
CMPEN 454					
CMPEN 455					
CMPEN 472 (HC12)					
CMPEN 473					
CMPEN 482W (Technical Writing)					
CSE 513					
CSE 514					
CSE 537					
CSE 554					
CSE 557					
CSE 588					

Skills	Very Good	Good or Fair	Minimal or No Exper.	Number of Years Used	Preference 1,2,3,...
ACCESS					
AI Background					
Computer Graphics					
C++					
EXCEL					
FORTRAN					
HSPICE					
JAVA					
KHOROS/ CANTATA					
LEX, YACC					
LISP					
MATLAB					
MC 68HC12					
Micromagic					
OpenGL					
SYNOPSIS					
Standard ML					
Technical Writing (English)					
UNIX					
VERILOG					
VHDL					
Vision-Lab Equipment					
Visual Basic					
Writing Proofs					
Xilinx Tools					

Please indicate on the schedule below, the course or courses you have scheduled (or plan to schedule). Please **SHOW THE COURSE NUMBER** in all time blocks in which you have courses scheduled (or plan to schedule).

We will not be able to resolve conflicts between your teaching assignment and courses you have failed to inform us about.

Please return this schedule along with the attached form, to Vicki, AS SOON AS POSSIBLE, and no later than 7:00 a.m., on Friday, December 7, 2007.

PD	HOURL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	HOURL	PD
1st	8:00							8:00	13th
	8:50a							9:15a	
2nd	9:05							9:45	14th
	9:55a							11:00a	
3rd	10:10							11:15	15th
	11:00a							12:30p	
4th	11:15							1:00	16th
	12:05p							2:15p	
5th	12:20							2:30	17th
	1:10p							3:45p	
6th	1:25							4:15	18th
	2:15p							5:30p	
7th	2:30							6:30	19th
	3:20p							7:45p	
8th	3:35							8:15	20th
	4:25p							9:30p	
9th	4:40								
	5:30p								
10th	6:30								
	7:20p								
11th	7:35								
	8:25p								
12th	8:40								
	9:30p								