

SIU INTERNATIONAL TEACHING
CARBONDALE ASSISTANTSHIP CHECKSHEET

Student's Name: _____

DAWG Tag: _____

Appointing Department/Unit: _____

Period of Appointment: _____

1. Major duties assigned as per this contract (**check one only**):

- Teaching
- Research
- Other/Administrative

2. If the student is assigned to teaching duties:

Do the student's duties primarily involve indirect teaching (i.e. grading papers, class preparation or assisting faculty) or direct teaching (i.e. assisting in lab section, help sessions, or any direct contact with students)?

- Indirect
- Direct (**complete section 3**)

3. International Teaching Assistant (ITA) exam taken:

- Yes
- No

If yes, has the student:	passed	conditional assignment	failed
If no, has the department scheduled the test?:	Yes	No	

If the student has **not** passed the ITA oral examination and **is** being assigned teaching duties, or **is** being assigned teaching duties beyond the restrictions of the restricted pass, it is understood that the department is making arrangements for the student to take the oral exam. If the student fails the exam or fails to have the restrictions removed, it is further understood that the department must reassign the student accordingly.

Departmental Representative