

To apply as a Chemistry Department TA, you must be a currently registered Saint Mary's University Student. Complete this application package, save it and email your saved version to [chemistry@smu.ca](mailto:chemistry@smu.ca). NOTE: All registered Undergrad, Undergrad (Honours), Diploma students, **must** send a copy of their unofficial SMU Transcript (PDF/digital images) along with their application package. Undergrad, Undergrad (Honours), Diploma students who failure to include their unofficial SMU Transcript in their application email, may result in their application being denied.

Applicants will be awarded positions based on the needs of the Department and the TA's qualifications. However, due to final registration numbers, or changes to course delivery, some advertised jobs may no longer be available. Upon assignment of TA jobs, students will be given the opportunity to confirm or decline their appointed job(s). Should a prospective TA wish to work with a specific Chemistry Department Faculty member, please have that Chemistry Department Faculty member inform [chemistry@smu.ca](mailto:chemistry@smu.ca) of your interest.

**MAXIMUM NUMBER OF POSITIONS A TA MAY BE AWARDED IS THREE (3).** The TA hiring committee will attempt to award positions based on the TA's interests ("Job Preference" numbering) and qualifications. Nevertheless, based on the number of TA vacancies, and the duties required for those posts, TAs may be offered alternate/similar appointments based on their academic standing(s), apart from their selected interest(s).

Students should have the minimum grade in both CHEM 1210 **and** CHEM 1211/2/3 before they can TA in CHEM 1210.

#### TO APPLY

Please complete the next sections, entering your student Information, the number of jobs you are interested in working. Select the jobs you want in the various lists provided assigning your order of preference number in the appropriate column. To complete the sections, do the following:

1. **First review the "TA Job Descriptions", making sure you meet the qualifications.** The job descriptions are found on our site at [www.smu.ca/chemistryta](http://www.smu.ca/chemistryta).
2. Enter your personal information in the fields provided.
3. "Check" the boxes, selecting the jobs that you have an interest. Select as many as you would like. *The more you select, the greater your chance in being offered a TA position.*
4. List a number under the "Preference" column by entering a number in the order of your job interests with 1 being your 1<sup>st</sup> interest, 2 being your 2<sup>nd</sup> interest and so on.
  - o For example, if you are interested in both a CHEM 1210 Lab Demonstrator job and a CHEM 1210 Lab Marker job, but the Lab Demonstrator is your first choice. Enter "1" next to the Lab Demonstrator job and "2" next to the Lab Marker job in the appropriate field.
5. Enter your "Grade Earned", that you earned when you took the course for each of the jobs that you have selected. Note that this is only applicable to students currently registered in an Undergrad/Diploma program.
6. After you have completed the "TA Job check list" save this document and email to [chemistry@smu.ca](mailto:chemistry@smu.ca) by the deadline noted. *Students who are currently registered in an Undergrad/Diploma program must also send along a copy of their unofficial transcript when submitting their TA Job Application Form.*

**MAKE SURE YOU HAVE FOLLOWED ALL OF THE ABOVE INSTRUCTIONS**

**MAKE SURE YOU HAVE READ AND COMPLETED (WHERE NECESSARY)  
ALL PAGES IN THIS APPLICATION**

**TA APPLICANT'S INFORMATION**

Name: \_\_\_\_\_ Banner A#: \_\_\_\_\_  
Primary Email Address: \_\_\_\_\_ Preferred Name \_\_\_\_\_

As a **currently** registered student, what is your program (**only check 1**)?

Undergrad     Undergrad (Honours)     Diploma     Applied Science/PhD Program

If you are registered as an Undergrad, Undergrad (Honours) or Diploma Program student, what is your program/major? \_\_\_\_\_

If you are registered in the Applied Science/PhD Program, who is your supervisor? \_\_\_\_\_

How many jobs do you want? (check 1): I wish to have  1 job  2 jobs  3 jobs.

**ON CAMPUS JOBS**

**COURSE MARKER**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 1210.2A	General Chemistry I	1
<input type="checkbox"/>	_____	_____	CHEM 1211.2	Gen Chem II for Physical Sci	1
<input type="checkbox"/>	_____	_____	CHEM 1212.2	Gen Chem II for Life Sciences	2
<input type="checkbox"/>	_____	_____	CHEM 1213.2	Gen Chem II for Engineering	2
<input type="checkbox"/>	_____	_____	CHEM 2313.2	Physical Chemistry II	1
<input type="checkbox"/>	_____	_____	CHEM 2345.2	Organic Chemistry II	1
<input type="checkbox"/>	_____	_____	CHEM 3451.2	Introductory Biochemistry	1

**LAB DEMONSTRATOR – FIRST YEAR**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	Time	Day	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 1210.2LA	LAB A: General Chemistry I	02:30 pm-05:29 pm	F	2
<input type="checkbox"/>	_____	_____	CHEM 1210.2LB	LAB B: General Chemistry I	02:30 pm-05:29 pm	R	2
<input type="checkbox"/>	_____	_____	CHEM 1210.2LC	LAB C: General Chemistry I	02:30 pm-05:29 pm	W	2
<input type="checkbox"/>	_____	_____	CHEM 1211/12/13.2LA	LAB A: Gen Chem II: Phys Sci/ Life Sci/ for EGNE	02:30 pm-05:29 pm	M	2
<input type="checkbox"/>	_____	_____	CHEM 1211/12/13.2LB	LAB B: Gen Chem II: Phys Sci/ Life Sci/ for EGNE	02:30 pm-05:29 pm	T	2
<input type="checkbox"/>	_____	_____	CHEM 1211/12/13.2LC	LAB C: Gen Chem II: Phys Sci/ Life Sci/ for EGNE	02:30 pm-05:29 pm	W	2
<input type="checkbox"/>	_____	_____	CHEM 1211/12/13.2LD	LAB C: Gen Chem II: Phys Sci/ Life Sci/ for EGNE	02:30 pm-05:29 pm	R	2
<input type="checkbox"/>	_____	_____	CHEM 1211/12/13.2LE	LAB E: Gen Chem II: Phys Sci/ Life Sci/ for EGNE	02:30 pm-05:29 pm	F	2

**LAB DEMONSTRATOR-SR. YEAR**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	Time	Day	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 2313.2L	LAB: Physical Chemistry II	02:30 pm-05:29 pm	T	1
<input type="checkbox"/>	_____	_____	CHEM 2333.2L	LAB Intro Analy Chem: Electro	02:30 pm-05:29 pm	M	1
<input type="checkbox"/>	_____	_____	CHEM 2345.2LA	LAB A: Organic Chemistry II	02:30 pm-05:29 pm	T	2
<input type="checkbox"/>	_____	_____	CHEM 2345.2LB	LAB B: Organic Chemistry II	02:30 pm-05:29 pm	W	2
<input type="checkbox"/>	_____	_____	CHEM 3424.2L	LAB: Inorganic Chemistry II	02:30 pm-05:29 pm	R	1
<input type="checkbox"/>	_____	_____	CHEM 3451.2LA	LAB A: Intro Biochemistry	02:30 pm-05:29 pm	M	2
<input type="checkbox"/>	_____	_____	CHEM 3451.2LB	LAB B: Intro Biochemistry	02:30 pm-05:29 pm	R	1
<input type="checkbox"/>	_____	_____	CHEM 4444.2L	LAB: Synthesis in Organic Chem	02:30 pm-05:29 pm	W	1

**LAB MARKER**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 1210.2LA-LC	LABS LA-LC: General Chemistry I	2
<input type="checkbox"/>	_____	_____	CHEM 1211/12/13.2LA-LE	LABS Gen Chem II Phys Sci/ Life Sci/ for EGNE	4

**LAB PREPARATION ASSISTANT & LAB DEMONSTRATOR**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 2333/2313.2L	Labs: Analytical & Physical	1

**SENIOR LAB TA – 1<sup>ST</sup> YEAR**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 121X.2LA.2LA-LE	LABS Gen Chem I & Gen Chem II Phys Sci/ Life Sci/ for EGNE	3

**SMU SPARK TA (FORMERLY STUDENT SUCCESS)**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 1210.2LA-LC	LABS LA-LC: General Chemistry I	2

**LAB PREPARATION ASSISTANT**

A Lab Preparation Assistant works with a Chemistry Department Technician. In applying for ***this*** position, you also must select what time(s) you are available.

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 121X.1L	Labs Gen. Chem 1210/11/12/13	2

***Complete the below table if you have selected the Lab Preparation Assistant position.***

Available days & time frames. Check all that apply, to according to your availability/schedule.

- |  |   |   |  |  |
|--|---|---|--|--|
| <input type="checkbox"/> Monday Mornings   | <input type="checkbox"/> Tuesday Mornings   | <input type="checkbox"/> Wednesday Mornings   | <input type="checkbox"/> Thursday Mornings   | <input type="checkbox"/> Friday Mornings   |
| <input type="checkbox"/> Monday Afternoons | <input type="checkbox"/> Tuesday Afternoons | <input type="checkbox"/> Wednesday Afternoons | <input type="checkbox"/> Thursday Afternoons | <input type="checkbox"/> Friday Afternoons |

Remember, students who are currently registered in an Undergrad/Diploma program must also include a copy of their unofficial transcript when submitting this application.

\_\_\_\_\_

Signature

Date: \_\_\_\_\_