

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 students, including ApSc students, **must** send a copy of their unofficial SMU Transcript (PDF/digital images) along with their application package. Those who fail to include their unofficial transcript when submitting their application, may have their application denied.

Applicants will be awarded positions based on the needs of the Department and qualifications of TAs. 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 in advance of submitting your application.

**MAXIMUM NUMBER OF POSITIONS A TA MAY BE AWARDED IS TWO (2) PER TERM.** In exceptional circumstances, 3 positions may be awarded. 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 chances increase 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.
  - For example, if you are interested in both a CHEM 1210 Lab Demonstrator job and a CHEM 1210 Lab Marker job, mark the Lab Demonstrator as 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. **All registered students, including ApSc, 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#: \_\_\_\_\_

SMU 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 1210.1A	General Chemistry I	3
<input type="checkbox"/>	_____	_____	CHEM 1210.1B	General Chemistry I	3
<input type="checkbox"/>	_____	_____	CHEM 2312.1	Physical Chemistry I	1
<input type="checkbox"/>	_____	_____	CHEM 2332.1	Intro Analytical Chem: Wet Met	1
<input type="checkbox"/>	_____	_____	CHEM 2344.1	Organic Chemistry I	1
<input type="checkbox"/>	_____	_____	CHEM 2346.1	Organic Chem for Life Sciences	2

#### **LAB DEMONSTRATOR – FIRST YEAR**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	Time	Day	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM1210.1LA	LAB A: General Chemistry I	02:30 pm-05:29 pm	M	2
<input type="checkbox"/>	_____	_____	CHEM1210.1LB	LAB B: General Chemistry I	02:30 pm-05:29 pm	T	2
<input type="checkbox"/>	_____	_____	CHEM1210.1LC	LAB C: General Chemistry I	02:30 pm-05:29 pm	W	2
<input type="checkbox"/>	_____	_____	CHEM1210.1LD	LAB D: General Chemistry I	02:30 pm-05:29 pm	R	2
<input type="checkbox"/>	_____	_____	CHEM1210.1LE	LAB E: General Chemistry I	02:30 pm-05:29 pm	F	2
<input type="checkbox"/>	_____	_____	CHEM1210.1LI	LAB I: General Chemistry I	8:30 am-11:29 am	F	2

#### **LAB DEMONSTRATOR-SR. YEAR**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	Time	Day	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM2312.1L	LAB: Physical Chemistry I	01:00 pm-04:00 pm	F	2
<input type="checkbox"/>	_____	_____	CHEM2332.1LA	LAB A: Analytic Chem: Wet Met	02:30 pm-05:29 pm	M	1
<input type="checkbox"/>	_____	_____	CHEM2332.1LB	LAB B: Analytic Chem: Wet Met	02:30 pm-05:29 pm	T	1
<input type="checkbox"/>	_____	_____	CHEM2344/46.1LA	LAB A Organic Chemistry I/ Organic Chem. Life Sci.	02:30 pm-05:29 pm	T	2
<input type="checkbox"/>	_____	_____	CHEM2344/46.1LB	LAB B Organic Chemistry I/ Organic Chem. Life Sci.	02:30 pm-05:29 pm	W	2
<input type="checkbox"/>	_____	_____	CHEM2344/46.1LC	LAB C Organic Chemistry I/ Organic Chem. Life Sci.	02:30 pm-05:29 pm	R	2
<input type="checkbox"/>	_____	_____	CHEM2344/46.1LD	LAB D Organic Chemistry I/ Organic Chem. Life Sci.	02:30 pm-05:29 pm	F	2
<input type="checkbox"/>	_____	_____	CHEM2344/46.1LE	LAB D Organic Chemistry I/ Organic Chem. Life Sci.	08:30 am-11:29 am	F	2
<input type="checkbox"/>	_____	_____	CHEM3322.1L	LAB: Inorganic Chemistry I	02:30 pm-05:29 pm	R	1
<input type="checkbox"/>	_____	_____	CHEM3432.1L	LAB: Instr Anlys I: Separat	02:30 pm-05:29 pm	T	1
<input type="checkbox"/>	_____	_____	CHEM3445.1L	LAB: Organic Spectroscopy	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"/>	_____	_____	CHEM1210.1LA-LI	LABS LA-LI: General Chemistry I	6

**LAB PREPARATION ASSISTANT & LAB DEMONSTRATOR – IN PERSON**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 2312/2332.1L	Labs: Analytical and Physical Chemistry	1

**SENIOR TEACHING & LAB DEMONSTRATOR**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM1210.1LA-LI	LABS LA-LI: General Chemistry I	3

**SMU SPARK TA**

Check Box to apply	Preference Rank #	Grade Earned	Course	Subject	# TAs needed
<input type="checkbox"/>	_____	_____	CHEM 1210.1LA-LI	LABS LA-LI: General Chemistry I	3

**LAB PREPARATION ASSISTANT**

A Lab Preparation Assistant works with a Chemistry Department Technician.

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	1

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

Select your 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 currently registered in an Undergrad/Diploma program must also include a copy of their unofficial transcript
- Non-Chemistry APSc students must also supply a copy of their unofficial transcript.

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

Signature