

# TEACHING / PROJECT ASSISTANTSHIP INFORMATION

The Teaching/Project Assistantship Application includes four forms. The first form is the Teaching/Project Assistantship Application that is to be completed by the applicant. The last three forms are the Recommendation Request Forms. The Recommendation Request Forms are to be completed by three professors or professionals who are familiar with the applicant's work and are willing to write in support of the applicant. The applicant must write his/her name on the Recommendation Request Form. The Recommendation Request Form may be substituted with a letter of recommendation.

The Application and Recommendation Request Forms should be mailed to the following address:

**Office of the Dean- BUS N418  
Attention: Dawn M. Koerten  
Sheldon B. Lubar School of Business  
University of Wisconsin- Milwaukee  
P.O. Box 742  
Milwaukee, WI 53201-0742**

## Instructions for Application:

- Personal Background:  
Question 2. If you don't have a local address but have a temporary address, provide the temporary address.
  
- Educational Background:  
Question 1 and 2                      GPA is your grade point average.  
  
Question 3                              Research Interests, indicate general areas, such as economics, MIS, marketing, finance, production quality control, etc. (if none, write none)  
  
Question 5                              If you have specific skills, please explain.

## Notes:

- Typed application is preferred.
- If more space is needed for an answer, continue on back of application or attach extra sheet of paper.
- Transcripts from all previous college work should accompany the application for admission to the Graduate School. If transcripts are not sent with the application for admission, they should be sent as they become available.
- AS A CRITERIA FOR ACCEPTING A TA POSITION, IT IS YOUR REponsibility TO ENSURE THAT YOUR COURSE SCHEDULE DOES NOT CONFLICT WITH TA ASSIGNMENT. FAILURE TO DO SO, MAY RESULT IN TERMINATION OF YOUR TA CONTRACT.

## Employment Criteria

- Written proof of admission to a Lubar School of Business graduate program.
- General Qualifications include:
  - Good overall grade point average in the field of teaching assignment (s)
  - Good oral and written communication skills
- Additional dimensions evaluated include:
  - Maturity
  - Initiative
  - Leadership Characteristics
  - Interpersonal Abilities
- Priority for teaching assistantships is given to graduate students admitted to the PhD in Management Science
- In the accounting and tax area, priority is given to graduate students holding a degree in accounting and appropriate professional certifications
- Appointments are contingent upon admission, enrollment, maintenance of minimum credit requirements, and good standing in the Lubar School of Business and the Graduate School.
- Awards are made on a academic year basis
- Total Number of positions available will vary each year

## Teaching/Project Assistantship Application

### Personal Background

1. Name: \_\_\_\_\_  
(Last) (First)

6. Date: \_\_\_\_\_

2. Local Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Student # (If known):

\_\_\_\_\_

3. Permanent Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Expected start date of graduate program:

\_\_\_\_\_

4. Cell Phone #: \_\_\_\_\_

9. Expected complete date of graduate program:

\_\_\_\_\_

5. Email Address: \_\_\_\_\_

10. Preferred start date of assistantship:

\_\_\_\_\_

6. Will Accept: TA \_\_\_\_\_ PA \_\_\_\_\_  
Preference: TA \_\_\_\_\_ PA \_\_\_\_\_

11. Degree program enrolled in/applying for:

\_\_\_\_\_

12. Are you interested in grading exams/papers on an hourly basis: Yes \_\_\_\_\_ No \_\_\_\_\_

### Educational Background

1. Undergraduate School:

\_\_\_\_\_

Major/Minor:

\_\_\_\_\_

Dates Attending:

\_\_\_\_\_

Degree Obtained and GPA:

\_\_\_\_\_

3. Special Academic or Research Interests:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Graduate School:

\_\_\_\_\_

Major/Minor:

\_\_\_\_\_

Dates Attending:

\_\_\_\_\_

Degree Obtained and GPA:

\_\_\_\_\_

4. Admission Status at UWM School of Business Administration:

\_\_\_\_\_ Admitted in good standing

\_\_\_\_\_ Admitted on probation

\_\_\_\_\_ Awaiting Admission Decision

(Application submission date \_\_\_\_\_)

5. Specific skills (circle): Business Major, Computer Programming (which software programs, platforms, etc. are you familiar with?), Mathematics, Statistical Research, Writing or Editing, Other Special Skills (specify).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Relevant coursework: Please list all courses you have taken in any of the following fields and grades received. Attach a separate sheet of paper with any additional information you feel is appropriate in strengthening your application for a graduate assistantship. NOTE: provide all undergraduate and graduate level courses.

<b>Accounting/Taxation</b>	Grade Received	<b>Production/Operation Mgmt Operations Research</b>	Grade Received
<b>Finance</b>	Grade Received	<b>Mathematics</b>	Grade Received
<b>Marketing</b>	Grade Received	<b>Statistics</b>	Grade Received
<b>MIS/Computer Prgramming</b>	Grade Received	<b>Economics</b>	Grade Received
<b>Human Resources Mgmt Organizational Behavior</b>	Grade Received	<b>Business Policy</b>	Grade Received
<b>Real Estate</b>	Grade Received	<b>Other Related Fields (specify)</b>	Grade Received

## Recommendation Request Form

Applicant's name: \_\_\_\_\_ has expressed interest in obtaining a Teaching/Project Assistantship with the School of Business Administration. For him/her to be evaluated more fully please complete the information below and send to the Office of the Dean at the address given below.

Please evaluate the applicant in relation to others of comparable age, education, and experience. Check the box that best describes the applicant.

	EXCELLENT	GOOD	AVERAGE	POOR
Written Communication Skills				
Oral Communication Skills				
Maturity				
Initiative				
Ability to Grasp Ideas				
Leadership Skills				
Academic Competence				
Interpersonal Abilities				

\* Period of time you have known applicant: \_\_\_\_\_

\* Relationship to applicant (instructor, advisor, employer, etc.): \_\_\_\_\_

\* Please include a brief statement concerning the applicants' scholarship, judgment, willingness to assume responsibility, and probable success in his/her chosen field. You may write on the back of this form or attach an extra sheet of paper.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE                  DATE

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
AFFILIATION

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\_\_\_\_\_  
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SIGNATURE          DATE

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SIGNATURE          DATE

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