GTA GUIDELINES:

• GTA positions are usually only offered to students who have at least 12 MTU credits. All PhD students will be considered for a GTA position. The pool may open up to master’s students if needed.

• Required Center for Teaching and Learning UTL1 – Instructional Basics must be completed at least 2 weeks prior to the start of a GTA appointment. Department staff will arrange this for you.

• The department coordinator will send a Graduate Teaching Assistant Information Form to PhD students prior to appointing TA assignments for the semester. This form will require students to list their qualifications.

• Faculty will review the form and may interview students if necessary.

• TA positions will be assigned 6 weeks prior to the semester.

• 1 week prior 1st day of class:
  o Instructor will provide and review the GTA teaching requirements and evaluation rubric.

• At the end of TA assignment:
  o Instructor will provide the TA with results of the evaluation rubric.

• GTA must pass teaching assignment with an overall assessment of “satisfactory”.

• If GTA teaching performance is not satisfactory the graduate student’s committee will meet and recommend a remedy for the poor performance. Possibilities include, but are not limited to:
  o Taking another MTU course and receiving a determined grade
  o TA another course
  o Loss of future funding
## GTA Courses

### BE3400  Experimental Techniques in Biomedical Engineering (Frost)  
**Fall**

**Responsibilities:**
- Attend lab sessions to assist instructor (2 sessions per week)
- Grade lab reports
- Equipment set up and clean up
- Individual office hours

### BE2700  Signals & Systems (Kirkpatrick)  
**Fall**

**Responsibilities:**
- Grading
- Class lectures
- Work with students on writing and implementing MATLAB
- Assist in problem solving with students

**Abilities:**
- Must have taken BE4250 or BE5250
- Strong MATLAB programming skills
- Strong mathematical skills (calc III, linear algebra, differential equations)

### BE3800  Biomaterials II (Rajachar)  
**Fall**

**Responsibilities**
- Grading exams, quizzes and assignments

### BE2400  Cellular/Molecular Biology (Goldman)  
**Fall**

**Responsibilities:**
- Grading
- Hold office hours and review sessions
- Class lectures

### BE3300  Biostatistics & Dynamics (JJ)  
**Fall**

**Responsibilities:**
- Grading
- Individual office hours
- Maintain and update canvas
- Hold recitation sessions

**Abilities:**
- Previous enrollment in BE3300 or equivalent (MEEM statistics and dynamics) with an A or B grade
- Previous enrollment in MA2320 with an A or B grade
- Knowledge of Canvas
BE3350 Human Biomechanics (Lee) Spring
Responsibilities:
• Grading
• Assist with MATLAB projects
• Lab Supervision
Abilities:
• Proficient in MATLAB
• Conduct mechanical testing on biological tissues

BE3701 Instrumentation Lab (Soykan) Spring
Responsibilities:
• Teach Lab
• Grade weekly reports and pre lab quizzes
Abilities:
• Familiar with subject materials and electronic instrumentation

BE3700 Instrumentation (Rao) Spring
Responsibilities:
• Grading
• Administer exams
• Deliver one lecture
• Upload grades into canvas
Abilities:
• Familiar with CANVAS
• Familiar with circuit theory and basic instrumentation
• Familiar with SIMULINK/ELVIS
• Familiar with Labview

BE2800 Biomaterials I (Rajachar) Spring
Responsibilities:
• Grading exams, quizzes and homework assignments

BE4250 Biomedical Optics (Kirkpatrick) Spring
Responsibilities:
• Grading
• Class lectures
• Work with students on writing and implementing MATLAB
• Assist in problem solving with students
Abilities:
• Must have taken BE4250 or BE5250
• Strong MATLAB programming skills
• Strong mathematical skills (calc III, linear algebra, differential equations)