



OLD DOMINION UNIVERSITY

The Graduate School

Certification Form for Graduate Teaching Assistant as Instructor of Record

T1

Section I: Student Information *(Complete for all graduate teaching assistants to be assigned as instructors of record.)*

Student's Name: _____ UIN#: _____ College: _____

Degree and Program: _____ GTAI Institute Completion Date (Semester/Year): _____

Section II: Teaching Assignment for Semester *(A form must be completed each semester unless the assignment does not change.)*

Specify course(s) to be taught: _____ Teaching/Work Supervisor: _____

From Semester/Year: _____ To Semester/Year: _____ (Not to exceed one year.)

Section III: EducationHighest Degree Held: Bachelor's Degree Master's Degree Other _____ Subject/Major: _____

Institution: _____ Year Received: _____

Section IV: Graduate Level Coursework *(Complete when the graduate teaching assistant does not have at least a master's degree or if the master's degree is not in the teaching discipline.) Supporting transcript(s) for courses taken outside of Old Dominion University must be in BDMS for verification purposes. * Additional approval required. See below.*

The student listed above has completed 18 semester credit hours, at the graduate level, in the area being taught by the student, as shown below:

Subject & Number	Course Title	Credits	Institution

Section V: Training & SupervisionPlease describe required in-service training: *(attach additional pages, if necessary)* _____

Please describe supervision & periodic evaluation plan: _____

Section VI: Approval_____
Graduate Program Director (Print)_____
Graduate Program Director (Signature)_____
Date_____
Department/School Chairperson (Print)_____
Department/School Chairperson (Signature)_____
Date_____
*College Dean or Designee (Print)_____
College Dean or Designee (Signature)_____
Date_____
**Vice Provost & Dean, The Graduate School (Print)_____
Vice Provost & Dean, The Graduate School (Signature)_____
Date****The Graduate School will obtain the Vice Provost & Dean's signature for the Graduate School, if needed. If the Graduate School Vice Provost & Dean's signature is required, the signed original will be returned to the Dean's Office of the college.**Please send electronically to the Graduate School at graduateschool@odu.edu.

Original: Dean's Office

Copy: Department

Certification Form for Graduate Teaching Assistant as Instructor of Record - T1 Form Instructions

This form is to be submitted for review/approval for all graduate assistants assigned to be instructors of record at least one week prior to the E1SG processing deadline each semester.

Section I: Student Information, Section II: Teaching Assignment for Semester, and Section III: Education

Sections I, II, and III should be completed for all graduate teaching assistants to be assigned as instructors of record each semester unless the assignment does not change.

Section IV: Graduate Level Coursework, Training, and Supervision

Graduate Level Coursework

This is required when the graduate teaching assistant does not have at least a master's degree or if the master's degree is not in the teaching discipline. Students with 18 semester credit hours at the graduate level in the subject area may be eligible to teach.

Hiring managers should ensure official transcripts have been submitted to the Office of Admissions and entered into BDMS for all courses taken outside of Old Dominion University. If there is coursework that is not included in BDMS, please attach either the official transcript or a copy that shows the completed coursework. A copy of the transcript is acceptable when the hiring manager has seen the original and can ensure the validity of the copy. All coursework reported on this form must be verifiable.

Training and Supervision

Every GTA serving as instructor of record should have a faculty member who supervises the teaching assignment. This may or may not be the student's research advisor. If you need assistance identifying what is needed to fulfill these two requirements, contact the Dean of the Graduate School, Robert Wojtowicz, at rwojtowi@odu.edu.

Submission of Certification Form and The Graduate School and Academic Affairs Approval

Certification forms and supporting documents (if any) should be submitted electronically to the Graduate School (graduateschool@odu.edu). Certification forms will be reviewed and the department chair and graduate program director will be notified via email when the certification is approved. If the approval of the Dean of the Graduate School is required, a copy of the completed form with all of the necessary signatures will be sent to the Dean's Office of the college. Once approval has been received, the E1SGs can be submitted for processing.