

**San Francisco State University**  
**Department of Health Education Teaching Assistant Form**  
**Petition for Units of HED 685 (Projects in the Teaching of Health Education)**

Sponsoring faculty member completes this form either during or after a discussion with the student to clarify TA requirements, duties, time commitment/availability, learning objectives, and grading criteria. Faculty member and student TA sign, and turn in this form to the HED Academic Office in HSS 326. Upon receiving the completed, signed form, the Academic Office Coordinator will issue to the student an add permit for the indicated number of HED 685 units via email. **Note:** *please fill out the form electronically—so that you can adjust the available space as needed under each section, but then print the completed version of the form for original signatures.*

**Teaching Assistant:** \_\_\_\_\_  
*Student Last Name, Student First Name*

**Student ID:** \_\_\_\_\_ **Student SFSU Email:** \_\_\_\_\_@mail.sfsu.edu

Undergraduate students only, graduate students must complete HED 785 form for graduate level credit.

**Sponsoring Faculty Member** (please type name): \_\_\_\_\_

**Semester, Year & Course student will TA:** \_\_\_\_\_  
(HED)

**Number of HED 685 units student will earn:** \_\_\_\_\_  
(1 - 4 units)

**Requirements:**

For an undergraduate to serve as a teaching assistant (TA), the student must have previously taken the course in which the student is being appointed as TA & passed the course with at least a B+, and preferably an A or A-. The sponsoring faculty member also determines that the student has the appropriate background and experience to effectively serve as TA for the course.

**Typical Duties:**

Teaching assistants may assist with maintaining attendance records, lead class discussions, give presentations, hold peer office hours (not in lieu of the required number of office hours of faculty members), take notes in class, offer technological support, and assist with preliminary evaluations of student work (faculty are responsible for final evaluations of student assignments and issuance of grades).

**List the duties the TA will be performing, your expectations for the TA's weekly time commitment and availability, the student (TA) learning objectives, and your grading criteria for the TA experience (HED 685):**

**(1) TA Duties and Responsibilities:**

**(2) TA Time/Availability Expectations per week:**

**(3) Student (TA) Learning Objectives:**

**(4) Grading Criteria:**

**Signatures:**

**Sponsoring Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Teaching Assistant:** \_\_\_\_\_ **Date:** \_\_\_\_\_