

TEACHING ASSISTANT ORIENTATION

FALL QUARTER 2023

SPEAKERS

Myron Murakami, Business Office

HR Office:

Noell Billings (Film, Television & Digital Media)

Gayle Seregi (Theater department)

Anna J. Guzman, Director of Student Services



ACRONYMS IN THIS TALK

**TA - Teaching Assistant, Teaching Associate,
Teaching Fellow**



RULES FOR BEING A TA

Graduate Student must be enrolled in **at least 12 units** during the quarter they are doing the TA work

3.0 minimum GPA

Maximum of 12 quarters of TAships while a UCLA student

- You need 12 units to get a fee deferral/remission

A maximum of 50% time per quarter

Test of Oral Proficiency (TOP) Exam for International/PR students

A Clear Pass is a 7.1 score or above to be eligible to TA

PART I: HR OFFICE

Noell Billings: nbillings@tft.ucla.edu

Gayle Seregi: gayle@tft.ucla.edu

(Currently working remotely)

Getting hired and paperwork

The department offers the assistantships to students and the HR office hires you



PERCENT TIME EXPLANATION

100% time = 40 hours per week

50% time = 20 hours per week

As students, 50% time is the most you can work

- Exceptions to the 50% Rule

Can work outside of TFT, if you find the position?



TA DEFERRALS/REMISSIONS

Remissions (25% or greater offer)

- Fee Remission 1 (Tuition); Fee Remission 2 (Student Services Fee); Campus Fee Remission; and Health Insurance
- FEE REMISSIONS DO NOT COVER ALL GRADUATE STUDENT FEES. (e.g. Non-resident tuition, Professional fees, Misc. fees, etc.)

Deferrals

- Fees due September 20 for Fall
- In general, the deferred payment deadline is 2 months after the standard quarterly due date.

PART II: BUSINESS OFFICE

Myron Murakami

myronm@tft.ucla.edu

102 East Melnitz Hall

Mailboxes located at 102G East Melnitz



BUSINESS OFFICE SERVICES

Parking for TAs

- MFA students get student parking through transportation (transportation.ucla.edu) through the e-permit system
- As a TA with a 40% TA appointment, also can get parking through Myron
- Contact Myron at 310-794-5506 before showing up

Classroom Supplies

- Check with your department office

MORE BUSINESS OFFICE SERVICES

Photocopying/Scanning to PDF

- Forms on the intranet (intranet@tft.ucla.edu)
- Fill out completely Minimum turnaround time is 24 hours

Deliveries

- Only items needed for your TA/SR work
- Notify Myron about what you are getting before they arrive

EVALUATIONS

All TAs are evaluated by the students

Evaluations are online. Email notices go out on week 7.

Evaluations cannot be done after grades are submitted



PART III: STUDENT SERVICES

Anna J. Guzman

TFT Student Services

Academic-type questions



IN CASE OF AN EMERGENCY

Call 911 or (310) 825-1491

Evacuation area (if on campus)

- Be aware of closest exits

In case of a fire alarm

In case of an earthquake

- Drop, cover and hold

Lock Down vs. Shelter in Place

AEDs in TFT



OTHER IMPORTANT ITEMS

Title IX Office: 2255 Murphy Hall,

Must inform this office if a student informs you about being a victim of sexual assault or violence. 310 206-3417

<https://sexualharassment.ucla.edu/reporting/responsible-employees-mandated-reporter>

STOPit APP <https://web.stopitsolutions.com/>

Access Code: UCLATFT2324



ANY QUESTIONS

Next the Union

