

**GRADUATE STUDENT INSTRUCTOR /READER APPLICATION
 SPRING 2010**

Name: _____ SID: _____

Email: _____ TEL: _____

Academic standing: Undergraduate ___ Graduate ___ Current GPA: _____

Country of Citizenship: _____ Is English your native language? Yes ___ No ___
 If not, did you pass the speak test? Yes ___ No ___

All previous and/or current work experience at UCB or LBL, including pending appointments:

# Semesters	Title	Step	Department/Institution	Faculty name, if UCB

Note: GSI applicants who can demonstrate to have more than four semesters of teaching experience, gained after award of their undergraduate degree, may apply for appointment at a higher level, as a GSI II.

Please attach your resume and your unofficial transcript to the application.

*APPLYING FOR (please mark up to three of your choices AND include the rank order):**

- ___ LA 102 Case Studies in Landscape Design Studio (Undergrad Section)(GSI - 25%)
- ___ LA 112 Landscape Plants and Horticulture (GSI - 25%)
- ___ LA 120 Topographic Form and Design Technology (GSI - 25%)
- ___ LA 121 Design in Detail: Introduction to Landscape Materials (GSI - 25%)
- ___ LA 132 Computer Applications in Environmental Design (GSI - 25%)
- ___ LA C171 The American Design Landscape Since 1850 (Reader – 25%)
- ___ LA 202 Design of Landscape Sites Studio (Reader – 25%)
- ___ LA 205 Environmental Planning Studio (GSI - 40%)
- ___ LA 222 Hydrology for Planners (Reader – 25%)
- ___ LA 232 The Landscape as a Sacred Place (GSI - 40%)
- ___ LA 253 LAEP Colloquium (PhD students only) (GSI - 25%)
- ___ Other, Please indicate _____

*If applying for 200 level or higher, you should have been advanced to candidacy for PhD.

APPLICATIONS DUE: MONDAY, NOVEMBER 9, 2009. 12 PM. 202 WURSTER HALL (LAEP GRADUATE OFFICE MAILBOX). NO LATE APPLICATIONS ACCEPTED.

First time GSIs must also:

1. Have taken the 300 level GSI Course or enrolled concurrently in the 300 level course.
2. Completed the Online Ethics Course at: <http://gsi.berkeley.edu>
3. Attended the GSI Orientation Conference sponsored by the GSI Teaching and Resources Center and ASE orientation.
4. Have Passed the English Oral proficiency test (if English is not your native language).

I have read and/or been informed about the guidelines and policies. To the best of my knowledge, I meet the above criteria for this appointment.

Signature: _____

Date: _____

GSI APPOINTMENTS

Graduate Student Instructors (GSIs) are chosen for their excellence in scholarship and for their promise as a teacher. They serve as a teaching apprentice under the supervision of a faculty member. Students may not serve as a GSI in courses in which they are enrolled, and only graduate students who are advanced to candidacy may serve as a GSI in courses with other graduate students. Students cannot serve at the same time as a GSI and a Reader for the same course.

GSI appointments for the fall semester usually start on August 1 and end on December 31; those for the spring start on January 1 and end on May 31.

Students on F-1 or J-1 visas may not have more than 49.5% combined appointment. US Citizens and Permanent residents will require an exception if combined appointment exceeds 50%.

A GSI Step 1 Requires no previous college teaching experience.

GSI applicants must meet the following eligibility requirements:

- Minimum 3.1 GPA
- No more than two incompletes
- Enrolled in twelve units and in Graduate standing
- Registered by the end of the third week of class

GSI applicants who not speak English as their native language must fulfill the English language proficiency requirement before starting their appointment. Please schedule your SPEAK test through the Language Proficiency Program by e-mail at Langpro@uclink.berkeley.edu.

For more information and resources for GSIs, please visit the Graduate Student Instructor Teaching Resource Center at <http://gsi.berkeley.edu> and Graduate Division Academic Appointments: <http://www.grad.berkeley.edu/appointments/>

READER APPOINTMENTS

Readers primarily perform duties related to grading of papers and examinations. Students cannot serve at the same time as a GSI and a Reader for the same course, nor as a Reader in a course in which they are enrolled.

Reader appointments usually start a week before the first day of class and end on the last day of instruction in any given semester. Readers are paid on an hourly basis. Appointments at or in excess of 10 hours a week, also include partial tuition and fee remission. It may be possible to combine appointments, e.g., for two classes, in order to reach this 10 hour per /week level.

Students on F-1 or J-1 visas may not be appointed for more than 49.5% of their time.

Reader applicants must meet the following eligibility requirements:

- Minimum 3.0 GPA
- Minimum grade of "B" in the course for which they are reading or an equivalent course

APPLICATION PROCESS

Please fill out and submit the form and supporting documents to the Graduate mailbox in 202 Wurster Hall. The application review process for Fall will start April 14 and end on April 30. Spring will start November 10 and end on December 1. Applicants should be notified around April 22, and Dec 7.

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(updated 10-29-09)