Texas A&M University-Commerce
Verification of Qualifications for GAT Associated with Zero-Credit Labs

In order to comply with 11.1-11.4 of University Procedure 33.00.08.R1.02 Graduate Assistantships, the hiring department has been designated as the responsible party for verifying that each Graduate Assistant Teaching (GAT) associated with a zero-credit lab has met the below qualifications. This completed form should be kept on file in the department along with the undergraduate or graduate transcripts verifying the completion of the required hours and the safety training records for a period of three (3) years.   If you need a copy of the graduate student's transcript that was part of the Graduate School application packet in order to document the required hours, please contact Amy Sims in the Graduate School (amy.sims@tamuc.edu, 903-468-6017). In the justification section on the EPA for a GAT associated with a zero-credit lab, please continue to include the listing of the labs (equivalent of 20 hours per week; includes lab prep/setup, contact hours, cleanup and grading) and add the statement--*12 hours of graduate or upper-level undergraduate coursework related to instructional discipline verified by department*.

Graduate Assistant Name _____

CWID   _____

Department _____

Semester _____   Year _____

Discipline _____

Per *Procedure 33.99.08.R1.02, Graduate Assistantships*:

- Is under the direct supervision of the instructor of record   ___ Yes

- Will be evaluated on a semester basis by his/her faculty supervisor   ___ Yes

- Has completed at least 12 hours of graduate or upper-level   ___ Yes
  undergraduate coursework directly related to the undergraduate
  course being taught

    □   Undergraduate degree in instructional discipline

    □   12 hours of graduate coursework in instructional discipline

    □   Undergraduate degree in something other than instructional discipline but 12
        hours of graduate or upper-level undergraduate coursework related to
        instructional discipline

- Has satisfactory completed lab safety and supervision training   ___ Yes

- Demonstrated a sufficient level of oral and written proficiency   ___ Yes
  if their native language is other than English

_____   _____

Department Head Signature   *Date*