



2002-03 Support Teaching Staff Request

51 BRATTLE STREET • CAMBRIDGE, MA 02138 • (617) 495-4867
Complete and return this form to Mark Lax at the above address.

To be completed by instructor _____

Course title and number _____

I am requesting a teaching assistant (please note: teaching assistants lead weekly sections)
 grader course assistant

He/she will be responsible for _____

His/her section will meet _____

Total number of teaching assistants requested for this course _____

Total number of section meetings each week _____

Signature _____

Date _____

To be completed by teaching assistant/grader/course assistant _____

Name (Mr./Ms.) _____

Social Security number _____ Highest degree _____

Current position _____

Teaching experience _____

Address preference for mailings Home Office

Home address _____

Home phone _____

May we give your home telephone number to students who request it? Yes No

Office address _____

Office phone _____

E-mail address _____ May we give this to students? Yes No

If you would like an e-mail account, please provide the month and day, **but not the year**, of your birth: ____/____
Allow two weeks for your e-mail account to become available.

If you are not a US citizen, your visa must allow you to work for Harvard.

This request must be submitted to the Extension School no later than **October 1** for fall courses and **February 10** for spring courses. Support teaching staff will then receive a contract and other materials that must be returned no later than **October 11** in the fall and **February 21** in the spring.

If you have any questions, call Mark Lax at (617) 495-4867 or e-mail lax@hudce.harvard.edu.