

Department of Mathematics, University of South Florida

Application Form for Travel Support

Student's Name	Date
Student's Phone	Student's E-mail
Advisor's Name	Advisor's E-mail

- Name of the conference:
- Location:
- Dates:
- Estimated cost:
- Are you giving a presentation? Yes No

If Yes, title of your talk:

If not yet determined, explain your plan or the status.

- If your travel is not fully funded, do you still plan to attend? Yes No

Recommendation from the Graduate Committee on Teaching Assignment: Teaching assistants who are teaching courses or conducting help sessions are expected not to miss any classes, except in emergency situations or in cases of conflict with professional activities, such as attending research conferences. The Associate Chair must be notified in advance of any absences. Also, teaching assistants who are conducting help sessions must notify the course instructor in advance of the absence. In most cases, a letter to the Graduate Committee from an appropriate professional (a medical doctor, the student's Ph.D. advisor, etc.) is required to justify missing a class. The teaching assistant must make every effort to arrange for a suitable instructor to substitute in classes that will be missed. The Associate Chair must approve the proposed arrangement before the anticipated absence.

Teaching assistants who are grading for instructors are expected to return all graded assignments in a timely manner, as agreed upon by the grader and the instructor. The grader is expected to follow any guidelines for grading specified by the instructor. If a grader is unable to complete his/her assignment, then a substitute must be found to carry out any missed work. The substitute must be approved in advance by both the Associate Chair and the instructor for whom the teaching assistant is grading.

Teaching assistants who are assigned to work in the math tutor lab are expected to be in the lab at all times for which they are scheduled. The Associate Chair must be notified in advance of any absences.

Failure to follow any of the procedures described above could lead to immediate dismissal from the student's teaching assistantship.

I provided accurate information to my best knowledge, and understood the responsibility of my teaching assignment.

Signature of the student

Advisor's approval: I recommend her/him to attend the above mentioned conference.

Signature of Advisor