

**San Jose State University  
Department of Philosophy**

## **Instructional Student Assistant (ISA) Application**

### **CSU Statement on ISAs**

Under immediate supervision, the Instructional Student Assistant (ISA) assists a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing undergraduate or graduate work. This work should not take precedence over the successful completion of the undergraduate or graduate degree program by the student in a timely manner.

### **SJSU Statement on Typical ISA Activities**

Typical activities of ISAs may include: (1) assisting in the instruction of students by conducting small discussion groups related to large lecture or television courses and the like, supervising laboratory periods, workshops, production courses or other course activities, assisting by handling equipment, performing demonstrations, maintaining office hours to provide direct individual contact between student and graduate assistant, clarifying course material or course content for students; (2) providing assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, assisting in the conduct of experiments, etc.; and/or (3) generally assisting faculty in evaluating student work and examinations; preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants.

### **Typical Activities of Philosophy Department ISAs**

ISAs are assigned to assist professors with course-related work (e.g, marking exams and assignments, tutoring students, coordinating classroom activities, proctoring exams, etc.) and/or as tutors in the Philosophy Center (tutoring students on philosophy homework, exams, papers, etc.). **ISAs need to maintain regular on-going communication with their assigned professors (INCLUDING TIMELY EMAIL COMMUNICATION)** and fulfill ISA work in the manner and in keeping with the schedules agreed to with those professors.

### **Requirements for Philosophy Department ISAs**

ISAs need to have appropriate competency in the philosophical area(s) of their ISA assignments and be in appropriate academic good standing. As representatives of the Philosophy Department, ISAs need to act courteously and professionally in all interactions with students. ISAs may be required to attend Teaching/Grading/Tutoring Workshop(s) when offered within the Department.

ISAs are required to maintain the progress and quality of their academic work while also completing ISA tasks in a dependable and timely manner. Thus, one's time needs to be managed accordingly.

### **Hours & Pay**

Typically, ISA assignments are between 5 to 10 hours, on average, per week and are paid at an hourly rate. Hours are logged in PeopleSoft during the month worked; paychecks are distributed the 14<sup>th</sup> of the following month.

**PLEASE PRINT CLEARLY; RETURN THIS FORM TO PHILOSOPHY DEPARTMENT OFFICE**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

Class level (circle):      FR      SO      JR      SR      GRAD

There are two types of ISA assignments open to philosophy majors and graduate students: (1) working as a tutor in the Philosophy Center and (2) working as a grader or in other ways for an individual professor. Students are often assigned to do both. However, our department funding limits the total number of hours we can offer you work to 55 per semester.

List any previous ISA assignments that you have had (and the professor).

Have you had any prior training as a tutor or grader outside of the philosophy department at SJSU?

List philosophy courses you have taken (and where you took them) and any philosophy courses you are now taking.

Starting with the third week of the semester, the Philosophy center is open Tuesdays and Wednesdays from 11:00 a.m. to 4:00 p.m. Which days and times would you be available to work in the Center?

List any particular courses or professors you would like to be assigned to. (No guarantees about this.)

List any courses or professors you would **not** like to be assigned to.

What is your cumulative GPA so far in Philosophy courses?

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read both sides of this application. I understand what is expected of an ISA and am prepared to perform such work to the best of my ability.