

Dear Applicant:

Thank you for your interest in serving as an instructional assistant for the Gerald D. Hines College of Architecture and Design. Your contributions will enhance the College's commitment to providing quality academic services to its students.

The selection process for instructional assistants requires a thorough review of academic credentials and the applicant's familiarity with the subject matter. In addition to reviewing these qualifications, great consideration is given to the applicant's English language proficiency, both in written and verbal form as English is the language of instruction in our classrooms and studios.

Please complete the attached application and return it to the Student Services Office by July 14. If this deadline falls on a weekend, the following Monday will serve as the final deadline. Students are required to apply for every term regardless of prior and previous service. There are no automatic assignment renewals. Students selected for an instructional assistantship will be notified of their selection by email. Additional details about the assignment will also be included in this email notice.

Again, thank you for your interest and I look forward to working with you this academic year.

Sincerely,

Trang A. Phan
Assistant Dean

APPLICATION FOR INSTRUCTIONAL ASSISTANTSHIPS

PLEASE PRINT LEGIBLY

Applicant _____

myUH ID # _____

Current Mailing Address (street address, city, state & zip):

UH Email Address: _____@uh.edu

Semester Applying For: Fall_____ Spring_____ Year_____

Submit the following information along with your application:

- a. Two letters of reference (e.g., faculty, previous employers)
- b. Curriculum vitae
- c. Transcript (copies acceptable)

Please mark the courses for which you wish to serve as an Instructional Assistant. All assignments run the duration of the academic calendar (fall and spring), and typically carry either a 10-hour/week workload. We cannot offer any 20-hour/week assignments. The first number in parentheses denotes the required work hours for the assignment. The second number indicates how many assistants are needed for the course. Assignments are subject to change.

UNDERGRADUATE COURSES FOR SINGLE SEMESTER ASSIGNMENTS:

- A. _____**ARCH 1200**: Introduction to Architecture and Industrial Design (10/2)
**offered in fall semesters only
- B. _____**ARCH 1359**: Design Since 1945 (10/2)
**offered in spring semesters only
- C. _____**ARCH 4427**: Tech 5 (course content: architectural research, materials and methods) (10/2) **offered in fall semesters only
- D. _____**ARCH 2230**: Architectural Programming **offered in spring semesters only

UNDERGRADUATE COURSES FOR FALL & SPRING ASSIGNMENTS:

A. _____ **ARCH 2327:** Tech 1 (course content: conceptual structural systems, conceptual environmental systems and architectural research) (10/2)

**offered in the fall semesters

ARCH 2328: Tech 2 (course content: conceptual structural systems, conceptual environmental systems, and programming)

**offered in the spring semesters

B. _____ **ARCH 3327:** Tech 3 (course content: quantitative structural and environmental systems) (10/2)

**offered in fall semesters only

ARCH 3328: Tech 4 (course content: quantitative structural systems and environmental systems)

**offered in spring semesters only

C. _____ **ARCH 2350/2351:** Architectural Survey I & II (undergraduate sections)

ARCH 6340/6341: Architectural Survey I & II (graduate sections) (10/4)

D. _____ **ARCH 4428/ARCH 6360:** Tech 6 (course content: practice of architecture, integrated practice and alternatives)

GRADUATE COURSES FOR SINGLE SEMESTER ASSIGNMENTS (FALL ONLY):

A. _____ **ARCH 6A20 + 6A22:** Tech 1 (course content: conceptual structural systems, conceptual environmental systems and architectural research) (10/2)

B. _____ **ARCH 6A48 + 6A50:** Tech 3 (course content: quantitative structural and environmental systems) (10/2)

GRADUATE COURSES FOR SINGLE SEMESTER ASSIGNMENTS (SPRING ONLY):

A. _____ **ARCH 6A21 + 6A23:** Tech 2 (course content: conceptual structural systems, conceptual environmental systems, and programming)

**offered in the spring semesters

B. _____ **ARCH 6A49 + 6A51:** Tech 4 (course content: quantitative structural systems and environmental systems)

**offered in spring semesters only