INTERNATIONAL CENTER OF PHOTOGRAPHY

ICP TEACHING ASSISTANT AGREEMENT

Lea Boffa, Teaching Assistant Liaison, can answer any questions related to the ICP TA Program. She can be reached by email at ta@icp.edu or by phone at 212-857-0063.

Please note that Teaching Assistant positions are unpaid. You receive tuition discounts on classes and access to ICP's Digital Media Lab and Darkroom in exchange for the hours you work. Full details are below.

RESPONSIBILITIES

- Teaching Assistants ("TAs") assist Faculty and Staff with all aspects of the class or department they are assigned to. The instructor or staff will determine your specific duties and assignments.

- Class TAs are responsible for ensuring that classrooms and/or labs are presentable and ready for use at the beginning and end of class. Class TAs **must** arrive 30 minutes before class and stay 30 minutes after to assist the instructor with preparations for the class (TAs are credited for this time).

- We expect TAs to always be reliable, respectful, responsible, courteous, and enthusiastic in helping students, instructors and staff.

- One unexcused absence and/or frequent absences as well as persistent lateness are grounds for dismissal. Staff, students, and other TAs depend on your punctuality and reliability.

- TAs must notify their supervisors at least one week in advance if they wish to cancel their assignment.

- TAs may not participate in the class as students.

ELIGIBILITY

- Class TA assignment priority will be given in this order:
  (1) ICP Faculty requests and recommendations
  (2) ICP Certificate Program and MFA Students /Alumni
  (3) TAs with previous ICP classroom experience
  (4) All other interested parties

- Students who have no TA experience at ICP and who are not ICP Full-Time Alumni must first work one term as a Teaching Assistant in one of our offices. We have assignments in our Photo Lab (Darkroom), Digital Media Lab, Library and Equipment Center. This is to ensure a positive working relationship between the ICP staff and each TA.

- Students who would like to TA a lighting class must attend a mandatory lighting equipment training, regardless of their experience level.

- The continuation of office TA assignments and/or eligibility to TA classes is contingent on a productive working relationship with ICP faculty, staff, and students.

- In order to be assigned to a class a TA must have working knowledge of the course material; however eligibility to TA a class is at the sole discretion of ICP.

- It is ICP policy that individuals who are currently staff or volunteers for ICP may not also be TAs.

BENEFITS

- Teaching Assistants are credited for each hour worked but are **not paid.** Work performed upon request outside of class will also be given credit if approved in advance. Earned credit will be given out via credit hours cards in 20-hour units. **Meaning, you will not have any credit, hence you will not have access to the labs, until you have worked a minimum of 20 hours**. (TAs are not able to purchase additional time in the labs, beyond time they have earned).

- Earned credit hours may be used in the **DIGITAL LABS** and **DARKROOMS** or submitted to the Education Office for a **50% TUITION DISCOUNT ON CLASSES** (all students must pay full materials and registration fees):

  - Ten-week class - 40 TA credit hours needed – 50% tuition reduction
  - Five-week - 20 TA credit hours needed – 50% tuition reduction
  - Two-weekend workshop - 40 TA credit hours needed – 50% tuition reduction
  - One-weekend workshop - 20 TA credit hours needed – 50% tuition reduction
  - 1 hour lab time - 1 TA credit hour needed (all students must pay for print fees)

- TAs receive access to the ICP Library when they begin their first assignment. The Library is located within the School at ICP, 1114 Avenue of the Americas, New York, NY 10036.

- **Studio Access** is also available for TAs. You can check availability by visiting the Education Office. Bookings are only taken one week or less in advance of the selected date and must be done in person. TAs can be bumped from a time slot for Full-Time and Continuing Education Track students who need the space. Lighting equipment is available on a limited basis for the studio reservations.

- Accrued credit hours are valid for tuition credit and lab usage for **<u>two years</u>** after they are earned. The expiration date on your Credit Hours Card is the final date for which the card can be used for tuition discounts *and* lab usage. TA credit hours cards cannot be extended or replaced.

The TA policies are subject to change at ICP's sole discretion.

☐ **I have read and agree to the responsibilities, policies and procedures listed in the ICP Teaching Assistant Agreement and Application. I understand that TA assignments, hours and lab access are contingent upon a proper working relationship with faculty, staff and students. Failure to meet any of the above listed responsibilities may result in dismissal and/or ineligibility for reassignment.**

Print Name: _____

Signature: _____ Date: _____/_____/_____

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ICP TEACHING ASSISTANT APPLICATION

Please return this application and signed agreement to the attention of Lea Boffa, Teaching Assistant Liaison by email to TA@icp.edu or by mail to

School of International Center of Photography / ICP Education Office
1114 Avenue of the Americas at 43rd Street, New York, NY 11036 / 212-857-0063

Students who have no TA experience at ICP must first work one term as an Office TA.

Full Name:	Date:
Full Address:	Telephone (home & mobile):
Email:	Date of Birth:
Languages Spoken:	
Additional Comments or Special Considerations (allergies, medical conditions, etc.):	

How did you hear about ICP? (Circle One)

Email/Newsletter I am a Full-time Programs Alumna/Alumnus I am a Teen Academy Alumna/Alumnus

Family/Friend ICP Alumni/Faculty _____(name) ICP Website

Colleague/Teacher_____ (name) News Article/Blog Post Program Guide/Catalog

Search Engine Social Media Visit to ICP Museum/School Other(please specify)

Please circle your area(s) of interest:

Photo Lab (Darkroom) / Digital Media Lab / Library / Equipment Center
Working with Youth / Community Outreach

Please circle the appropriate number as it relates to your current skill set:
(1 – Lowest, or no experience 5 – Highest, or extensive experience)

DIGITAL
1 2 3 4 5 Mac Familiarity
1 2 3 4 5 Mac Troubleshooting
1 2 3 4 5 Adobe Lightroom
1 2 3 4 5 Adobe Photoshop
1 2 3 4 5 Final Cut Pro
1 2 3 4 5 Scanning
1 2 3 4 5 Inkjet Printing
1 2 3 4 5 Color Management

DARKROOM
1 2 3 4 5 Film Processing
1 2 3 4 5 Chemical Mixing
1 2 3 4 5 B&W Printing
1 2 3 4 5 Color Printing
1 2 3 4 5 Alternative Processes

OFFICE
1 2 3 4 5 MS Word / Excel
1 2 3 4 5 Database Knowledge
1 2 3 4 5 Copystand Experience

EQUIPMENT
1 2 3 4 5 Strobe Lighting
1 2 3 4 5 Flash
1 2 3 4 5 Light Meters
1 2 3 4 5 35mm Cameras
1 2 3 4 5 Medium Format
1 2 3 4 5 Large Format
1 2 3 4 5 DSLR Cameras
1 2 3 4 5 Video Equip.
1 2 3 4 5 Audio Equip.

Relevant Experience: (please attach resume if available)

Education: Schools Attended and Course of Study/Type of Degree (you may also include classes taken at ICP):

Employment History: Company and Position: (please attach resume if available)

Why do you want to be a Teaching Assistant at ICP?

Dates I am available: From:_____/_____/_____ To:_____/_____/_____

If you are interested in a TA Office position or have not TA'd before please enter your availability below:

Day	9am – 2pm	2pm – 6pm	6pm – 10pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

IN CASE OF EMERGENCY, NOTIFY:

Name/Relationship:_____

Daytime Phone #:_____

Nighttime Phone #:_____