



Cornell University

Prison Education Program

300 Kennedy Hall | Ithaca, New York 14853

Teaching Assistant Application Checklist

Name _____ Email _____ Date _____

Staff, undergraduates or graduate students interested in supporting courses as teaching assistants should provide the following information.

All materials MUST be submitted together. Late or incomplete applications will not be considered.

Required Materials:

- Application Checklist
- Cover Letter
- Resume
- Official Transcript
- 500 Word Essay
- Written academic reference (CU faculty member)
- Cornell Release Form

Please do not staple any of your documents.

If you are a returning TA, you only need to complete the bottom portion of the checklist.

Please complete the following information:

Areas of interest: _____

Areas NOT of interest: _____

Days you are available to TA:

- Monday Tuesday Wednesday Thursday Friday

Time of day you can TA: (you must be at the facility ½ hour before your class)

- 8am – 11:00am 7pm – 9:30pm
 12:10pm – 3:10pm 3:00pm – 6:00pm

Do you have a car? Yes No

If not, do you have a driver's license and are you willing to drive if a car is available?

Yes No



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Agreement & Release Form

Correctional Facilities Teaching Semester

1. I understand that participating in prison instruction is not a required part of a Cornell class and that Cornell is not providing supervision or support services for this program. I understand that my participation is entirely voluntary and may involve subjection to risks relating to or arising out of but not limited to traveling to and from Auburn Correctional Facility or Cayuga Correctional Facility for purposes of teaching. I understand that Cornell is not operating transportation and does not provide security or any other services associated with this work.

2. As an adult, I agree to assume all risks foreseen and unseen and I take sole responsibility for my health, safety, and property while traveling and participating.

3. I also agree to release, indemnify, and hold Cornell University, its officers, agents, and employees harmless from any and all liability, damage, or claim of any nature whatsoever (including a bodily injury or property claim) arising out of, or in any way related to my participation in this trip.

4. I certify that I am at least 18 years of age or older.

NAME: _____

SIGNATURE: _____

DATE: _____

Complete and return this form to:

Cathi Root
Cornell Prison Education Program
300 Kennedy Hall
Cornell University
Ithaca, New York 14853