

For tutors:

I am requesting to work xxx hours / week beyond the 20 hours stipulated in the [BUGWU CBA](#) to further my professional and academic development. This work for pay would be for tutoring in the GMS XX XXX course. This course runs from xx/xx/xx to xx/xx/xx. The XXX hours will be comprised of up to 5 hours / week of individual and/or group tutoring.

The opportunity to work XX hours beyond 20 hours will allow me to build mentoring and teaching skills while maintaining steady progress towards my PhD degrees.

For FiBS Facilitators:

I am requesting to work 5 hours / week beyond the 20 hours stipulated in the [BUGWU CBA](#) to further my professional and academic development. This work for pay would be for facilitating a discussion section in the GMS XX XXX course. This course runs from xx/xx/xx to xx/xx/xx. The XXX hours will be comprised of a one-hour weekly teaching meeting with the faculty instructors and other facilitators; two hours of preparation time for the discussion; and two hours for the actual classroom contact hours. *[NOTE: if also tutoring, reduce the number of preparation hours.]*

The opportunity to work XX hours beyond 20 hours will allow me to build teaching and leadership skills while maintaining steady progress towards my PhD degrees.

The teaching, leadership and interpersonal experience I will develop will be highlighted on my CV and in future job applications to distinguish me from other applicants.