Undergraduate Teaching Assistant (UTA) Assignment and Responsibilities Contract

UTA:

Faculty Mentor:

Term:

Class to be Supported: Days and Times of Review Sessions:

Days and Times of Class: Location for Review Sessions:

By deciding to become an Undergraduate Teaching Assistant (UTA) you agree to perform the following duties:

- Attend A.R.C. training session prior to group led study sessions.
- Attend lectures for the class that you are supporting
- Prepare for weekly study group sessions and
- Develop lesson plans for each session.
- Conduct study sessions as scheduled
- Provide handouts and have them approved by faculty mentor prior to use in study session
- Meet bi-weekly with the faculty mentor to discuss…
  - Experience in study sessions
  - Creation and implementation of handouts and materials for class
  - Study plans for group sessions
- Take attendance at your group study sessions
- Post weekly responses about your experience as a TA on Physics and Astronomy UTA blog
- If you cannot make your time/day of your scheduled session you MUST notify other UTAs, your faculty mentor, and students as far in advance as possible.
- Maintain and model an appropriate professional attitude towards student conduct, grades, and class standards.

Undergraduate Teaching Assistant will not be involved in the following:
- Grading papers, quizzes, exams for the supported course.
- Preparing actual test questions
- Criticizing the professor or class

Grading Rubric (2 credits):

- Class Attendance: 45%
- Weekly 3 Hour Led Group Sessions: 25%
- Taking Attendance during your Group Sessions: 10%
- Bi-Weekly Faculty Mentor Meeting: 10%
- Weekly Blog Post: 10%

Undergraduate T.A. signature____________________________________ Date__________

Faculty Mentor signature ________________________________ Date__________