

# GUIDELINES FOR UNDERGRADUATE TEACHING ASSISTANTS IN THE DEPARTMENT OF PHYSICS AND ASTRONOMY

---

## □ *Program Overview*

This document details guidelines for the use of Undergraduate Teaching Assistants (UTA) in the Department of Physics & Astronomy. The activities in which undergraduate teaching assistants are involved are to enrich or enhance the courses they are supporting and improve the teaching-learning enterprise. As a UTA, you will be registered for 2 credits and will receive a letter grade at the end of the semester.

## □ *Prerequisites*

To be considered for a UTA position, undergraduate students must satisfy the following prerequisites

- The student must be recommended by their Physics instructor
- The student must have previously taken the course assigned to teach
- The student must have obtained the following grade in the course assigned to teach
  - (1) A or A+ in PHYS 0110
  - (2) A or A+ in PHYS 0111
  - (3) A or A+ in PHYS 0174
  - (4) A or A+ in PHYS 0175

## □ *Duties*

By deciding to become an Undergraduate Teaching Assistant (UTA) you will 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
  - Meet monthly with the faculty mentor to discuss...
    - Experience in office hours
    - Study plans for office hours
  - Attend 3 scheduled Office Hours in the UTA Room
    - Take attendance at your office hours on student sign-in log
  - Maintain and model an appropriate professional attitude towards student conduct, grades, and class standards.
- \* 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.