UTA GUIDELINES

PROGRAM OVERVIEW
This document details guidelines for Undergraduate Teaching Assistants (UTAs) in the Department of Physics & Astronomy. The activities in which UTAs 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 assigned by the instructor of the class you are assigned.

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

- The student must have previously taken a course to become a UTA for it.
  - Exceptions: Students can sometimes become a UTA for a lower-level equivalent course, such as below. Preference will be given to those who can UTA for courses they have taken.
    - Those who have taken PHYS 0174 can UTA for PHYS 0110.
    - Those who have taken PHYS 0175 can UTA for PHYS 0111.
- The student must have previously obtained an “A” or “A+” grade in the course.
  - Failing this, students can be recommended by their instructor.

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

- Attend a one-time 1-2 hour tutoring training session led by dB-SERC Members.
- Attend all lectures for the class that you are supporting.
- Meet monthly with the instructor (or as much as the instructor chooses to require) to discuss:
  - Experience & study plans for office hours
  - Support expectations for lecture hours.
- Conduct 3 scheduled Office Hours per week.
  - UTAs will be expected to tutor students who attend office hours, regardless of whether they take another section of that UTA’s supported class.
  - As of Spring 2022, these can be remote or in-person in 304 OEH.
  - When necessary, refer student to TAs for further assistance.
- Maintain and model an appropriate professional attitude towards student conduct, grades, and class standards.