

## Undergraduate Teaching Assistant (UTA) Assignment and Responsibilities Contract

**UTA:** \_\_\_\_\_

**Faculty Mentor:** \_\_\_\_\_

**Term:** \_\_\_\_\_

**Class to be Supported:** \_\_\_\_\_

**Days and Times of Class:** \_\_\_\_\_

**Days and Times of Review Sessions:** \_\_\_\_\_

**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):**

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

**Undergraduate T.A. Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Faculty Mentor Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_