

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 undergraduates 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
- 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.