Undergraduate Teaching Assistant Contract

Description & Requirements
The purpose of an Undergraduate Teaching Assistantship is to provide faculty with supplemental instructional support to allow students to gain introductory insight into and experience with preparing course content.

An additional 1.5 credits may be earned for additional research or studio work as an Independent Study. A separate Independent Study Contract must be submitted for the additional 1.5 credits. Separate objectives, learning outcomes, and assessment measures must be specified for this work.

Students will be awarded 1.5 credits for successfully completing a teaching assistantship (67.5 hours).

Preferred Name /
Legal Name / if different from preferred name /
ID /
MICA Email /
Major or Graduate Program /
Academic Level / ☐ junior ☐ senior

List the course for which you will serve as the UGTA
Semester and Year /
Course Title /
Department/
Class ID / Course # / Section /
Instructor /

Student Signature / Date /

Authorized Signatures /
Supervising Faculty Name /
Signature / Date /

Will this UGTA fulfill a degree requirement / ☐ yes ☐ no
If yes, specify requirement or elective /

Department Chairperson of Student’s Major /
Signature / Date /
Instructor / Student Learning Outcomes /
By the conclusion of the course, the UGTA will: (Check all that apply)

☐ Have strengthened understanding of the structure and staging of a course through their work with the faculty member.
☐ Have the ability to deliver technical/skill support for students enrolled in the course on a one-to-one basis or via presentations.
☐ Have the ability to deliver critical responses to work in a supportive manner.
☐ Develop research abilities.
☐ Develop an understanding of the assessment of student work.
☐ Other (specify): ________________________________

Student Learning Activities /
The UGTA will: (Check all that apply)

☐ Develop a project(s) for students to complete in conjunction with the instructor.
☐ Actively prepare for and participate in classroom discussions.
☐ Facilitate at least one class critique, including one for any project that they have developed.
☐ Lead small group critiques and discussions.
☐ Meet with students one-on-one to discuss and critique their work.
☐ Maintain and facilitate an online discussion with students on topics developed jointly with the instructor.
☐ Present a lecture(s) on a topic(s) determined jointly with the instructor.
☐ Present a demonstration(s) on a topic determined jointly with the instructor.
☐ Research and present materials supportive of the course curriculum.
☐ Hold hourly consultations each week for students enrolled in the course. (Specify hours and location): ____________________________
☐ Develop a rubric to provide assessment of an assignment.
☐ Use assessment methods to provide student feedback on work.
☐ Provide administrative and classroom support that informs their knowledge of the teaching profession. eg. UGTA may be asked to set up equipment or a still life. UGTA will not be asked to fetch coffee or other personal errands.
☐ Document and archive work samples created for the class.
☐ Document classroom discussions and critiques.
☐ Other (specify): ________________________________

Assessment Measures /
The UGTA will be assessed via: (Check all that apply)

☐ A rubric that defines defined learning outcomes and measures of success.
☐ Weekly meetings with the instructor to provide feedback.
☐ A narrative summary that provides details on successes and challenges faced during the semester, including suggestions for further development.
☐ Class or required out-of-class meetings attendance.
☐ Other (specify):

Enrollment Services /
Signature / ________________________________ Date / ________________