

# 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 / \_\_\_\_\_  
Five-Digit Three/Four-Digit

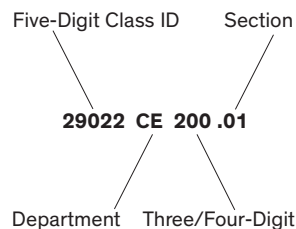
Instructor / \_\_\_\_\_

Student Signature / \_\_\_\_\_ Date / \_\_\_\_\_

Please submit completed form to Enrollment Services, Bunting Center, 2nd floor.

Junior or Senior standing students are **only** eligible for UGTA.

UGTA is considered to be a course and is therefore subject to the Add/Drop/Withdraw policy.



## 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 / \_\_\_\_\_

This question **must** be completed for student to receive credit for the fulfilled requirement or elective.

Instructors must submit a final grade by the due date published in the academic calendar.

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## Instructor / Student Learning Outcomes /

By the conclusion of the course, the UGTA will: (Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Have strengthened understanding of the structure and staging of a course through their work with the faculty member.                         | <input type="checkbox"/> Have the ability to deliver technical/skill support for students enrolled in the course on a one-to-one basis or via presentations. |
| <input type="checkbox"/> Have the ability to explain concepts, skills, and/or techniques to others, on a one-to-one basis and/or via presentations.                   | <input type="checkbox"/> Have the ability to deliver critical responses to work in a supportive manner.  |
| <input type="checkbox"/> Have the ability to facilitate classroom discussion.   | <input type="checkbox"/> Develop research abilities.   |
| <input type="checkbox"/> Have the ability to create and drive a course and its assignments with course learning goals in mind in conjunction with the faculty member. | <input type="checkbox"/> Develop an understanding of the assessment of student work.   |
|   | <input type="checkbox"/> Other (specify): _____  |

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## Student Learning Activities /

The UGTA will: (Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Develop a project(s) for students to complete in conjunction with the instructor.                           | <input type="checkbox"/> Hold hourly consultations each week for students enrolled in the course. (Specify hours and location): _____   |
| <input type="checkbox"/> Actively prepare for and participate in classroom discussions.  | <input type="checkbox"/> Develop a rubric to provide assessment of an assignment.   |
| <input type="checkbox"/> Facilitate at least one class critique, including one for any project that they have developed.             | <input type="checkbox"/> Use assessment methods to provide student feedback on work.  |
| <input type="checkbox"/> Lead small group critiques and discussions.   | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Meet with students one-on-one to discuss and critique their work.   | <input type="checkbox"/> Document and archive work samples created for the class.   |
| <input type="checkbox"/> Maintain and facilitate an online discussion with students on topics developed jointly with the instructor. | <input type="checkbox"/> Document classroom discussions and critiques.  |
| <input type="checkbox"/> Present a lecture(s) on a topic(s) determined jointly with the instructor.                                  | <input type="checkbox"/> Other (specify): _____   |
| <input type="checkbox"/> Present a demonstration(s) on a topic determined jointly with the instructor.                               |   |
| <input type="checkbox"/> Research and present materials supportive of the course curriculum.   |   |

## Assessment Measures /

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

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

## Enrollment Services /

Signature / \_\_\_\_\_ Date / \_\_\_\_\_