

Undergraduate Teaching Assistant (UTA) Assignment and Responsibilities Contract

UTA:

Faculty Mentor:

Term:

Class to be Supported:

Days and Times of Review Sessions:

Days and Times of Class:

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):

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

Undergraduate T.A. signature _____ **Date** _____

Faculty Mentor signature _____ **Date** _____