

UTA GUIDELINES

Department of Physics and Astronomy

PROGRAM OVERVIEW

This document details guidelines for Undergraduate Teaching Assistants (UTAs) in the Department of Physics & Astronomy. The activities in which UTAs 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** assigned by the instructor of the class you are assigned.

**In some cases, students require the UTA Program take only 1 credit to fit in their schedule. Unless that applies to you, please select the 2-credit option. Responsibilities are the same for both 1 and 2 credit UTAs.*

PREREQUISITES

To be considered for a UTA position, undergraduate students must satisfy the following prerequisites:

- The student must have **previously taken a course to become a UTA for that course**.
 - Exceptions: Students can become a UTA for a lower-level or equivalent course, such as below. Preference will be given to those who can UTA for specific courses they have taken at Pitt.
 - Those who have taken PHYS 0174 can UTA for PHYS 0110.*
 - Those who have taken PHYS 0175 can UTA for PHYS 0111.*
 - Those who have transferred in credits for PHYS 0110 can sometimes UTA for PHYS 0110.*
 - Those who have transferred in credits for PHYS 0174 can sometimes UTA for PHYS 0174.*
- The student must have previously **obtained an “A” or “A+” grade in the course**.
 - If this is not met, students can alternatively be recommended by their instructor.

DUTIES

By deciding to become an Undergraduate Teaching Assistant (UTA) you will agree to perform the following:

- Attend a **one-time 1-2 hour tutoring training session** led by dB-SERC Members.
- **Attend all lectures** for the class that you are supporting.
- **Conduct 3 scheduled Office Hours per week**.
 - UTAs will be expected to tutor students who attend office hours, including those who attend different sections of the UTA’s assigned class.
 - Office hours can be held remotely via Zoom or in-person in 304 OEH.
 - When necessary, refer student to TAs for further assistance.
- Meet as needed with the instructor to discuss:
 - Experience & study plans for office hours
 - Support expectations for lecture hours.
- Maintain and model an appropriate professional attitude towards student conduct, grades, and class standards.