

Department of Psychology

Policy for Undergraduate Teaching Assistants (UTA)

The UTA experience allows students to work with the faculty to contribute to the effectiveness of a particular class and provides them with a unique educational benefit commensurate with their receiving upper division course credit. PSY 394 is designed to provide students with experience in teaching and interacting with faculty and students. We hope that these experiences will help students make a decision about whether to pursue a graduate degree in psychology and to develop a personal philosophy of learning and teaching.

Eligibility

- Junior standing; 3.25 cumulative GPA
- Successful completion PSY 101, PSY 230, PSY 290, and 2 upper division PSY courses (excluding experiential courses)
- Faculty approval; Student must have earned at least a B in their assigned course

Allowable duties

Students are expected to spend at least 3 hours per week on course-related teaching and related instructional activities for each course credit. Some of this time could be spent in weekly meetings, some in work with students, and some in individual study. The instructor should meet periodically with the undergraduate teaching assistants to report on progress of student learning, to assist in the development of instructional materials, to discuss any problems with the instructor and students, and to present ideas for how to improve instruction.

Specific duties that can be performed by the UTA include:

- Serving as a tutor or study group leader for the course.
- Grading homework, provided that this work represents a minor proportion of the student's course grade and that this grading is supervised and checked by the instructor. It is also highly preferred that the UTA be "blind" to the identity of the student during such grading.
- Conducting reasonably limited demonstrations, but these demonstrations should be pre-evaluated and approved by the instructor. The instructor should be present when students perform their demonstrations.

Training, Reporting, and Required Hours

Training: Students are required to complete three trainings necessary for working with students.

- Federal Education Rights and Privacy Act (FERPA)
- Title IX
- Information Security

Reporting:

- Students are required to submit a weekly report outlining the time they spent on specific activities throughout the week related to their class assignment
- Report is available on the PSY 394 course Blackboard site

Required Hours:

- Students enrolled in 3 credit hours of PSY 394 UTA are expected to complete 120 hours for the entire semester (approximately 9 hours per week)
- Students enrolled in 2 credit hours of PSY 394 are expected to complete 80 hours for the entire semester (approximately 6 hours per week)
- Students enrolled in 1 credit hour of PSY 394 are expected to complete 40 hours for the entire semester (approximately 3 hours per week)

**APPLICATION FOR PSY 394: UNDERGRADUATE TEACHING ASSISTANT (UTA)
DEPARTMENT OF PSYCHOLOGY, ARIZONA STATE UNIVERSITY**

Semester and year applying for PSY 394

This form should be filled out when you apply to enroll in PSY 394: Undergraduate Teaching Assistant.
Please submit the completed form to PSY 202 Undergraduate Student Center.

Please print/type legibly:

Affiliate ID Last name, First name Student's email and phone

Student Class Standing: Jr Sr GPA: _____

Number of Credit hours of PSY394 (UTA) applying for: _____

New policy: 1 credit hour=40 hours/semester; 2 credit hours=80 hours/semester; 3 credit hours=120 hours/semester
*Please note that PSY 394 Undergraduate Teaching Assistant may be repeated for a total of 6 hours. As of the Fall 2014 catalog, a maximum of 3 credits hours of PSY 394 (any topic) can be used within the psychology major requirements. Completion of additional hours of PSY 394 (any topic) will satisfy University upper division electives.

Class (number and title) for which serving as UTA: PSY _____

Semester and year student completed that course _____ **Grade received** _____

PROPOSED DUTIES OF UTA FOR THIS CLASS (include expected hours/week):

1 credit hour = 40 hours/semester; 2 credit hours = 80 hours/semester; 3 credit hours = 120 hours/semester

NATURE OF TRAINING AND SUPERVISION ABOUT ETHICAL AND PROFESSIONAL OBLIGATIONS:

HOW WILL EDUCATIONAL EXPERIENCE BE IDENTIFIED AND EVALUATED FOR THE UTA:

Instructor Name

Instructor Signature

Date

Student Signature

Signatures affirm that student and instructor have read and accept the general guidelines