

**Department of Psychology**  
**Policy for Undergraduate Teaching Assistants** (5/2016)

**Guidelines for the Undergraduate Teaching Assistant (UTA)**

The UTA experience both 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.

Catalog Description for PSY 394

Experience within the context of current faculty teaching. Student is assigned responsibility depending on qualifications. **“Y” grade only.** Maybe repeated for a total of 6 hours. Pre- or co-requisites: Junior standing, completion of PGS 101, PSY 230, PSY 290 and two upper division courses, excluding independent study courses, approval of faculty member before registration, 3.25 cumulative GPA, and a grade of “A” in the course that the student will be serving as an undergraduate teaching assistant. 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.

Allowable duties

Students should be expected to spend at least three 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.

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 to make a decision about whether to pursue a graduate degree in psychology and to develop a personal philosophy of learning and teaching. As noted in the catalog description of this course, enrollment in PSY 394 is designed for outstanding students.

Specific duties that can be performed by the UTA include:

1. Serving as a tutor or study group leader for the course.
2. 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.
3. 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.

**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: \_\_\_\_\_

**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):**

**NATURE OF TRAINING AND SUPERVISION ABOUT ETHICAL AND PROFESSIONAL OBLIGATIONS:**

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

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Instructor Name (printed)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**Signatures affirm that student and instructor have read and accept the general guidelines as well as these details**

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