Proposal Form: Undergraduate Teaching Assistantship – SUNY Potsdam School of Arts and Sciences

(Adopted by Arts and Sciences Council – November 14, 2018)

(To be filled out by the instructor. Type or write legibly.)

If the teaching assistant is being paid and not receiving credit, fill out only A, C, & D 1 - 5. (Nov. 2018)

(A) Name of Student_____ **Name of Instructor**_____ **Semester Requested** _____

(B) Course Number/Name in which UTA enrolls _____**Credit Hours Requested** _____

Under normal circumstances, credit hours for a UTA's work activities—such as attending class, meeting with the instructor, meeting with the students, preparation, and other course activities—are as follows:

1 Credit = 3 hours per week = 40 hours/semester 2 Credits = 6 hours per week = 80 hours/semester 3 Credits = 9 hours per week = 120 hours/semester

(C) Number/name of your course for which you would like a teaching assistant: _____

(D) Current Major _____ **Anticipated Date of Graduation** _____**Current Cumulative GPA** _____

1. How will a teaching assistant be of use to you and the students enrolled in the course?

2. Describe the teaching assistant's current level of preparation to assist in this course.

3. Have you clearly communicated the expectations and responsibilities of the teaching assistant both verbally and with a learning contract/syllabus? Yes / No

4. Have you discussed professionalism, ethical behavior, academic integrity, and other issues of responsibility with the teaching assistant? (Your teaching assistant will be required to sign a statement related to FERPA rules.)
Yes/ No

5. Have you read, and do you understand the School of Arts & Sciences Undergraduate Teaching Assistant Policy?
Yes / No

6. Attach a syllabus inclusive of the following information:
- Number of credits to be earned.
- Average number of hours per week expected to work on this course. Detail this through inclusion of the following:
  - Schedule for regular meetings with instructor and teaching assistant.
  - Schedule of regular class sessions at which the teaching assistant is required to attend.
  - Schedule of outside-of-class meetings with students the teaching assistant is required to attend (if applicable).
  - Schedule for the teaching assistant's outside-of-class preparation work.
    - The number of hours expected per week should coincide with the number of credit hours being earned by the teaching assistant.
- Student learning outcomes for the teaching assistant.
- Teaching assistant's role in helping students with assignments.
- Grading scale, indicating the weight of each component, such as in-class participation, teaching assignments, outside-of-class tutoring, professionalism, etc.
- A statement that confidentiality must be maintained regarding students with whom teaching assistants work.
- Attendance policy for teaching assistant.

Signatures:

Instructor _____ Date _____

Department Chairperson _____ Date _____

Dean of the School of Arts and Sciences _____ Date _____