**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. NEU 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 neuroscience and to develop a personal philosophy of learning and teaching.

Eligibility

* Junior standing; 3.25 cumulative GPA
* 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.
* 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 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

Required Hours:

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

**APPLICATION FOR NEU 394: UNDERGRADUATE TEACHING ASSISTANT (UTA)**

**DEPARTMENT OF PSYCHOLOGY, ARIZONA STATE UNIVERSITY**

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**Semester and year applying for NEU 394**

**PLEASE READ FIRST:**

* Be sure to fill out each section of the form. **Do not leave anything blank.**
* Confirm the number of credit hours you’ll be enrolling in with your instructor.
* Once completed and signed by you and your instructor, please email the form to psych.advisor@asu.edu.
* If approved, you will receive an enrollment email with instructions on how to enroll. Enrollment is not the same as other courses.

Please print/type legibly:

**Last Name, First Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ASU ID Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GPA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Class Standing (Junior or Senior):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class Number/ Section Line Number for NEU 394: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Credit hours of NEU 394 (UTA) applying for (1 to 3 credits):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Please note that NEU 394 Undergraduate Teaching Assistant may be repeated for a total of 6 hours.\**

**Class (number and title) for which serving as UTA: \_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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:**

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Instructor Name Instructor Signature

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Date Student Signature