



Department of Human Development and Quantitative Methodology
3304 Benjamin Building
College Park, MD 20742

Ann A. Battle, Ph.D.
Director of Academic Services and Outreach
Phone: 301-405-8714
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***Department of Human Development
Policy on Undergraduate Teaching Assistants (UTAs)
1/21/11***

Requirements

Faculty and Graduate Student Instructors in the Department of Human Development may choose to mentor an undergraduate student in the role of Undergraduate Teaching Assistant (UTA) in an undergraduate course if the student is able to submit documentation of:

1. Junior standing by the beginning of the semester in which he/she will be assisting;
2. Cumulative grade point average of 3.0 or higher;
3. Grade of "A" in the course in which he/she will be assisting;
4. A signed copy of the "Letter of Agreement" (see below).

Course credit

UTAs will register for two credits of EDHD 498, section 1601, based on 4-6 hours of work completed per week.

Course grades

UTAs will receive a course grade based on:

1. Instructor recommendation consistent with the UTA's satisfactory completion of 4-6 hours of work per week of teaching assistantship duties, as selected from the following list and agreed upon by the instructor and TA:

- lesson planning
- library literature searches
- video support searches
- design and implementation of in-class small group activities
- occasional in-class lectures or partial-lectures on a topic agreed upon by the TA and instructor
- preparation of examination review materials
- grading of objective assessments, including quizzes, multiple choice segments of examinations, etc.
- creating, or helping to create visual aids such as Power Point presentations
- creating Excel or SPSS file template for grade recording, prior to beginning of class

2. Compliance with the following performance expectations:

UTA's in the Department of Human Development are *expected to*:

- maintain a respectful and helpful professional demeanor with students and other instructors;
- familiarize themselves with the rights and responsibilities of undergraduate students at the University;
- review University policies that govern the practice of undergraduate instruction, including those related to academic dishonesty, religious observance, and students with disabilities;
- be on time for all class sessions, meetings with the instructor, and department seminar meetings.

UTA's in the Department of Human Development are *restricted from*:

- having electronic access to instructor grade records, whether on personal files, ELMs (Blackboard) or any other filing system that would indicate the overall grade performance of a fellow undergraduate student in a course;
- autonomously proctoring quizzes, exams, or other in-class forms of assessment.

Once the students' required materials have been submitted and reviewed by the Director of Academic Services and Outreach, the student will receive the letter of agreement copied below.

Ann A. Battle, Ph.D.

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Director of Academic Services and Outreach

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Letter of Agreement

Dear _____,

The Department of Human Development is pleased to offer you an opportunity to serve as an Undergraduate Teaching Assistant in EDHD _____, section _____, to assist Dr./Mr./Ms. _____, during the _____ semester, based on your agreement to the terms outlined in the Department of Human Development Policy on Undergraduate Teaching Assistants and documentation of the following requirements:

1. Junior standing by the beginning of the semester in which you will be assisting;
2. Cumulative grade point average of 3.0 or higher;
3. Grade of A in the course in which you will be assisting;
4. Your signature at the end of this letter, indicating your understanding of, and agreement to the terms and requirements outlined in the policy statement above.

Ann A. Battle, Ph.D.

Ann A. Battle, Ph.D.
Director of Academic Services and Outreach
Department of Human Development and Quantitative Methodology

Please indicate your agreement to the terms and responsibilities outlined in the policy statement above and attach all needed documentation before returning this form to Dr. Ann A. Battle, 3304U Benjamin Building.

I have reviewed the information in the Department of Human Development and Quantitative Methodology's policy on Undergraduate Teaching Assistants and agree to the terms and responsibilities associated with being a UTA in the Department of Human Development.

Print name

Signature

Date: _____

