

Undergraduate Teaching Assistantship Policies and Procedures

SOC 450, Undergraduate Teaching Assistantship, is a three-credit elective course intended to benefit both the student enrolled as an assistant and the students in the course in which the TA assists. Undergraduate teaching assistants grow in confidence, skills and substantive knowledge through a unique experiential learning situation. Students in the course benefit from having an additional resource for feedback, tutoring, advice, etc. As a peer mentor, undergraduate teaching assistants also provide students with a role model.

For faculty, working with an undergraduate teaching assistant is part of a mentoring process. Faculty must provide ongoing challenges, guidance, and constructive feedback. Working with an undergraduate TA does not lighten faculty workload. Indeed, such collaboration necessarily adds to faculty responsibilities.

Responsibilities of undergraduate teaching assistants vary as they are negotiated between the student and supervising faculty member and confirmed in a detailed written agreement. The TA may be involved as a junior colleague in the substantive development of the course including the selection of materials and the development of course schedule, assignments, and daily class planning. TAs are typically expected to assist in course planning, attend all classes, complete all the readings assigned to students in the course, hold office hours, meet with faculty at least weekly for planning and review, participate in reading students' written work, provide feedback to faculty, and help evaluate the course. TAs may NOT grade student work nor should they ever be in the position of independent assessment. While they may collaborate with faculty in providing feedback, faculty must review/oversee TA comments.

The considerable responsibilities and opportunities associated with the undergraduate teaching assistantship necessitate high standards from applicants. In order to be considered for an Undergraduate Teaching Assistantship in the Sociology Department, the student must:

- Have successfully completed at least 60 credit hours overall, and at least 12 credit hours in the major, including Sociology 100, Sociology 210E/W, and the course for which the teaching assistantship is proposed;
- Have an overall minimum GPA of at least 3.0; and
- Have met with and received written agreement from the supervising faculty member.

Students may apply to be Undergraduate Teaching Assistants using the form available on the department website. In order for applications to be reviewed by the department as a whole before pre-registration begins, they must be submitted no later than March 1 for fall assistantships or October 1 for spring assistantships.

- Please list the sociology faculty who know you best.
- Faculty member with whom you will work as a TA:
- Course for which you propose to TA:
- Semester for which you propose to enroll:

Other comments:

Approvals:

Faculty member

Chair of the Department

Please return to
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