



UNDERGRADUATE FACULTY ASSISTANT PROPOSAL (1494)

Student Name: _____	Fall _____
PeopleSoft ID number _____	Spring _____
Pitt e-mail: _____	Summer _____
Major: _____	<i>dates (if summer)</i> _____
	Year _____
	# of credits (1-3)* _____

*(*A minimum of 45 contact hours must be completed per credit hour and grade option is S/N only)*

Discipline: _____ **1494**

Credits earned (Junior or Senior standing required) _____

Good academic standing and meeting the requirements of the major (Yes, No) _____

Undergraduate Faculty Assistant for which course/lab _____ Grade in Course _____

The student must have earned a B or higher for the course in which the student serves as the undergraduate faculty assistant

Credits apply to graduation requirements only as upper-level electives

Detailed Outline of Student Responsibilities (attach additional sheet if necessary):

Student's Learning Objectives:

Faculty Supervisor's Responsibilities

The undersigned have read and agree to the conditions set forth in this agreement:

Student: _____

Date: _____

**I recognize that my role as an undergraduate assistant binds me to the University policies of Academic Integrity (see pp. 16-19 in Pitt-Bradford Student Handbook)
I also recognize that I must go through mandatory training (e.g., CRLA training by the ACTC, FERPA training, chemical training, blood pathogens training, etc.) deemed appropriate by the faculty supervisor before I begin working as an undergraduate faculty assistant.**

Faculty Supervisor: _____ Date: _____

Faculty Advisor: _____ Date: _____

Program Director: _____ Date: _____

Division Chairperson: _____ Date: _____

Academic Dean: _____ Date: _____

April 2015

The student is responsible for obtaining signatures and delivering this form to the Registrar's Office at the time of registration.

The activities in which undergraduate faculty assistants are involved are to enrich or enhance the courses they are supporting and improve the teaching-learning enterprise.

Suggested teaching-related activities appropriate for undergraduate faculty assistants are as follows:

- Facilitating discussion groups or other forms of collaborative learning activities as part of regularly scheduled class sessions
- Facilitating student study sessions or tutorials in support of a particular class at times other than regular class sessions
- Assisting the instructor in secondary activities of teaching
- Assisting with the set-up, delivery, and clean-up of labs.

Undergraduate faculty assistants should NOT be involved in the following.

- Conducting regular class meetings, labs, lectures, or seminars
- Grading papers, lab reports, quizzes, or exams
- Assigning final grades
- Work unrelated to class

Faculty members who are working with undergraduate faculty assistants should:

- Meet with the student or students regularly throughout the term.
- Review regularly with the students any work the teaching assistant will be using in a study group or other activity involving students in the supported class.

Students interested in undergraduate faculty assistant experience:

- Must have completed a course with a grade of B or higher if the supporting teaching activity involves direct facilitation of activities for students in a particular course.
- Should expect to attend the lectures, labs, or other class meetings as agreed upon by the faculty supervisor.
- Must complete Undergraduate Faculty Assistant proposal form.
- Must go through mandatory training (e.g., CRLA training by the ACTC, FERPA training, chemical training, blood pathogens training, etc.) deemed appropriate by the faculty supervisor before beginning work as an undergraduate faculty assistant.

Faculty are limited to one undergraduate faculty assistant per term

Students are limited to enrolling in one undergraduate faculty assistant position per term (max credits per term = 3 credits)
