

Harpur College Guidelines for Undergraduate Teaching Assistantships (UTA)

You should follow the rules/guidelines established by the faculty instructor of the course at all times. The information and suggestions presented here are intended to supplement the specific instructions you have already received. Make sure you clearly understand your duties and responsibilities. If you have questions, ask for clarification from your faculty instructor.

General Policies

- To be eligible for a UTA position, a student must be a junior or senior (have earned at least 57 credits). Exceptions to this policy may be granted by the Associate Dean for Academic Affairs.
- Harpur students may take no more than 8 credits of teaching practica.
- UTAs should be selected prior to the semester in which they will teach.
- UTAs should have taken and excelled in the course (or its equivalent) that they will be teaching.
- UTAs should be in good academic standing.
- UTA training will be provided by the supervising department or instructor.
- Duties and responsibilities of the UTA should be clearly spelled out by the department or instructor, including the need to keep student records, including grades, confidential.
- Evaluations of the UTA should be conducted regularly by the department or instructor.
- UTAs should not receive stipends and credit compensation in the same semester.

Dealing with Students

- Take the time to learn the names of your students.
- If you are expected to hold office hours, make sure students know where and when to find you. Let students know they are welcome.
- Be as approachable and helpful as possible when helping students, but don't hesitate to admit you can't answer a question. There's nothing wrong with saying you will find out and get back to them. If you can't help them with an academic question, refer them to the faculty instructor.
- Remember to keep in mind the diversity of students attending Binghamton. Students vary in cultural or national background, level of academic ability, and level of maturity. Be sensitive to these differences in your interactions with students.

Dealing with Problems

- If you are dealing with a student troubled by a serious academic or personal problem, talk it over with the instructor of the course. Do not attempt to deal with it on your own.
- If you suspect a student of cheating on a test or plagiarizing a paper, immediately report it to the faculty instructor.
- If you feel pressured by a student to reveal the questions on a test, immediately speak with the faculty instructor.
- If a student with a problem approaches you for help, the guide that follows will help you direct the student to the appropriate university office.