



State University of New York

# Department of Romance Languages and Literatures

## Undergraduate Teaching Assistant (UGTA) Application Form, Responsibilities, and Contract

Complete ALL necessary fields and return to Department Office

Application Semester: \_\_\_\_\_ B#: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

BU E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

List college level language courses you have taken **IN CHRONOLOGICAL ORDER** and the grade you received:

|                     |           |           |           |
|---------------------|-----------|-----------|-----------|
| <b>EXAMPLES</b>     | <b>1.</b> | <b>4.</b> | <b>7.</b> |
| <i>ITAL 111; A-</i> | <b>2.</b> | <b>5.</b> | <b>8.</b> |
| <i>FREN 115; A</i>  | <b>3.</b> | <b>6.</b> | <b>9.</b> |

Total Credit hours earned: \_\_\_\_\_ Class/Level (Senior, Junior, etc.): \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

(First preference is given to Romance Language and Literature majors and minors.)

If you have earned less than 57 credits total, please justify your qualification to be a TA:

\_\_\_\_\_  
\_\_\_\_\_

Have you earned any previous credits as a teaching assistant? \_\_\_\_\_

If so, please specify the number of credits: \_\_\_\_\_

Please write a short paragraph explaining why you would like to be a TA and why you feel you would be an asset to the position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If accepted, you will be registered by the department for a section of /LANG/ 491 (section will be determined by instructor's preassigned number) with the agreed upon number of credit hours and a P/F grading option. You, the student, are responsible for verifying your schedule before the add/drop deadline.

Will you need to Overload this semester? \_\_\_\_\_

**If your schedule exceeds 18 credit hours, you will need to drop a course or apply to overload.**

OVERLOAD PROCESS: If GPA is at least 3.3 a course can be added on 5<sup>th</sup> day of classes. If not, follow Harpur Academic Advising procedure, <https://www.binghamton.edu/harpur/advising/forms/overload.html>

# Undergraduate Teaching Assistant Responsibilities

## Class and grade requirements:

A student wishing to UGTA for 1-2 credit must have earned at least a B in the class they wish to UGTA for. There are no other requirements.

For a student wishing to UGTA for 3-4 credits, he/she must:

- a) have completed at least two levels beyond the class they wish to UGTA for. For example, if a student wants to UGTA for 111, he/she will need to have completed 211. If student wants to UGTA for 115, he/she will need to have completed 215.\*

\*If a student would like to UGTA for 211 or 215, he/she can be currently enrolled

- in 241 and a 300-level, respectively for French
- 251 and a 300-level, respectively for Italian
- in 250 or 251, respectively for Spanish

\*\*If a student would like to UGTA for courses beyond 215, he/she need to have completed one level beyond the course being requested and have received an A or A-.

- b) have received an A or A- in the class they wish to UGTA for. If the student has not taken the class (if he/she skipped that class), then he/she should have an A in the next course he/she took.
- c) have received an A or an A- in any subsequent classes they took in the sequence. For example, an UGTA for 111 must have received an A in 111, but could have received in A- in 115 and 211.\*

## 1-4 credit responsibilities:

### **1-credit UGTA**

- Attend ALL the scheduled class sessions
- Provide support to students in class by participating in class activities as per the instructor
- Record and keep track of attendance and input it into computer program of instructor's choice
- Grading objective material that should amount to no more than 15% of the total course grade
- Meet with the instructor as necessary (no more than 1 hour a week)
- Attend Career Services training and give in-class presentation(s) (Fall semester only)
- Maintain confidentiality with student information

### **2-credit UGTA**

- Attend ALL the scheduled class sessions
- Provide support to students in class by participating in class activities as per the instructor
- Record and keep track of attendance and input it into computer program of instructor's choice
- Grading objective material that should amount to no more than 15% of the total course grade
- Hold an office hour OR a study session OR run a French/Spanish/Italian table, movie night, etc. (Language Beyond the Classroom) ONCE a week (Instructor's choice)
- Meet with the instructor as necessary (no more than 1 hour a week)
- Attend Career Services training and give in-class presentation(s) (Fall semester only)
- Maintain confidentiality with student information

### **3-credit UGTA**

- Attend ALL the scheduled class sessions
- Provide support to students in class by participating in class activities as per the instructor
- Record and keep track of attendance
- Grading objective material that should amount to no more than 15% of the total course grade
- Input grades and attendance into computer program of instructor's choice
- Hold office hours twice a week (total of 2 hours) – May include French/Spanish/Italian table, movie night, etc. (Language Beyond the Classroom) ONCE a week

- Hold at least one study session before each exam
- Meet with the instructor as necessary (no more than 2 hours a week)
- Attend Career Services training and give in-class presentation(s) (Fall semester only)
- Maintain confidentiality with student information

**4-credit UGTA**

- Attend ALL the scheduled class sessions
- Provide support to students in class by participating in class activities as per the instructor
- Record and keep track of attendance
- Grading objective material that should amount to no more than 15% of the total course grade
- Input grades and attendance into computer program of instructor's choice
- Assist with on-line component of course
- Hold office hours twice a week (total of 2 hours) – May include French/Spanish/Italian table, movie night, etc. (Language Beyond the Classroom) ONCE a week – If needed, provide extra office hours as per instructor
- Hold at least one study session before each exam – If needed, provide extra study sessions as per instructor
- Meet with the instructor as necessary (no more than 3 hours a week)
- Attend Career Services training and give in-class presentation(s) (Fall semester only)
- Maintain confidentiality with student information

This section to be filled out by the **Language Coordinator** or someone acting on her behalf:

Option for which this UGTA would qualify:

Subject/Language: \_\_\_\_\_ Course Range (111-?): \_\_\_\_\_ Credit Range (1-4): \_\_\_\_\_

\_\_\_\_\_  
 Department Approver (Print)                      Signature                      Approved                      Denied                      Date

This section to be filled out by the **Course Instructor** or someone acting on his/her behalf:

Please specify UGTA Assignment once one has been determined:

Subject: \_\_\_\_\_ Course#: \_\_\_\_\_ Section#: \_\_\_\_\_ CRN: \_\_\_\_\_

491 course information for student registration:

Instructor: \_\_\_\_\_ Language: \_\_\_\_\_ Section#: \_\_\_\_\_ Credits \_\_\_\_\_

If student has earned less than 57 credits, please justify their qualifications to be a UGTA:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Undergraduate Teaching Assistant Contract

The undersigned understand the TA guidelines and responsibilities as set forth by the department. Both the instructor and TA agree that these responsibilities (as determined by the number of credit hours for which the TA is registered) must be fulfilled for the TA to receive a PASS at the end of the semester. The instructor realizes that the TA's responsibilities are limited to the above. It is imperative that the instructor and TA are in communication with one another in order to clarify any of the above.

In addition, please note that changes can be made to the above if at least 48 hours' notice is given to the instructor in case of illness or the student's own coursework. In these instances, if an agreement is reached, the TA will still receive a PASS at the end of the semester. For example, if the TA is ill, has a big test or project, or an interview and speaks to the instructor and the instructor approves that a class or office hour can be missed, the TA will still PASS at the end of the semester.

Finally, any materials given to the TA for use must be returned to the department or the TA will be responsible for replacing them.

\_\_\_\_\_  
TA Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date