

Undergraduate Teaching Assistantship Guidelines

DEPARTMENT OF HISTORY & PHILOSOPHY

Consistent with our dedication to excellence in undergraduate education, undergraduate teaching assistantships are offered for course credit through **HIST 4400 – Directed Study**. Besides providing support to faculty, undergraduate teaching assistants (UTAs) are given the opportunity to develop significant mentoring relationships with their faculty supervisor and gain significant skills and insight into the academic profession. Additionally, UTAs enhance the undergraduate learning experience and provide a varied body of experience to the courses they support. The results of this opportunity puts the UTAs at a unique advantage when applying to graduate school and to other post-baccalaureate endeavors. Each assistantship is unique, tailored to both the individual UTA's skills and knowledge and to the faculty member's needs.



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1. Faculty Eligibility

Only full-time faculty members are eligible to supervise UTAs.

2. Key (Limiting) Department Policies

The mix of activities for UTAs must have a significant percentage that has discernible pedagogical benefit. Put another way, UTAs may not be used only, or even overwhelmingly, for clerical activities. Proposed contracts that do not describe activities with a significant level of pedagogical benefit will not be approved by the chair.

UTA Faculty supervision of UTA HIST 4400 courses will not count toward faculty teaching reassign-time.

Students may not substitute UTA HIST 4400 courses for existing regular courses. See other limitations in Section 7.

3. Eligibility and Approvals

All applicants for an undergraduate teaching assistantship must be History or History Education majors with a minimum cumulative GPA of 3.0 and a minimum History GPA of 3.5 in all major courses (lower and upper division). Additionally, before the UTA position begins, students must have completed the following courses:

- World History (HIST 1100, or 1111, or 1112),
- U.S. History (HIST 2111 or 2112),
- HIST 3100,
- HIST 3271 (HIED majors)

At least 24 credits of upper division coursework, of which at least 9 credits are in HIST courses at Kennesaw State University.

History and History Education majors should only apply to TA in courses that they have already completed, unless the faculty member can make a compelling case regarding the student's suitability.

Other qualifications are dependent on the particular assistantship and faculty member's needs.

As part of the application, potential applicants acknowledge that they meet minimal qualifications (e.g., GPA, History courses taken, faculty references). Completed applications are forwarded to the respective

faculty members for review, confirmation of minimal qualifications, and interview of qualified applicants. During the interview, the faculty member and the potential UTA discuss how the potential UTA's background is commensurable with the faculty member's conception of the type of assistance needed. Areas of discussion might include academic background, competence, specific skills, ability to work well with other students, availability, and personality characteristics (e.g., willingness to accept criticism and make adjustments). If the faculty member concludes that the potential UTA could perform effectively as an assistant, the faculty member and potential UTA would agree on the specific duties involved.

4. Potential Activities of UTAs

The UTAs' activities may include but would not be limited to:

Interacting with students:

- Preparing/presenting learning modules/lectures (Presentations would be supervised by the instructor of record and limited to one or two per semester.)
- Tutoring and supplemental instruction (e.g., review sessions)
- Assisting with in-class activities
- Assisting with outside-class activities
- Facilitating study groups
- Conducting online discussion groups
- Commenting on/critiquing/proofreading assignments prior to submission
- Assisting with questions regarding computer-assisted technology
- Assist faculty with the delivery of online synchronous and remote courses

Developing teaching-related skills:

- Assisting in syllabus preparation
- Assisting the instructor in preparation of class assignments or critiquing/proofreading assignments prior to distribution to class (Students may not prepare tests/quizzes. Their assistance should be limited to clerical/technology tasks)
- Exploring basic issues related to teaching (e.g., reading pedagogical resources) and discussing them with supervisor

- Developing a philosophy of teaching
- Collaborating with the instructor on activities linked to the scholarship of teaching (e.g., evaluating the effectiveness of a class exercise) including collecting data, setting up data files and entering data, and conducting data analysis
- Collaborating with the instructor on test item analysis, including setting up data files, entering data, and conducting data analysis
- Assisting the instructor in developing grading rubrics
- Assisting the instructor in preparation of quizzes or exams (clerical/technology work only)

Providing evaluative feedback to the instructor on student-submitted assignments:

- Finding specifically defined errors in papers (e.g., Chicago Manual of Style -Humanities Form footnote and bibliographic citations, content missing) based on checklists developed with or by instructor and approved by instructor.
- Note that student data must be protected. (See FERPA regulations)

Clerical:

- Entering data collected by students as part of a research assignment (e.g., in the History research sequence) into a single file for subsequent analysis by students
- Taking and keeping records of attendance
- Photocopying course-related materials
- Photocopying exams
- Alphabetizing exams after collected
- Running exams through Scantron

5. A Note on UTAs as Graders

The assignment of grades is not within the purview of an undergraduate assistant. However, this does not preclude an assistant from grading the more objective coursework (e.g., multiple choice/short answer/fill-in-the-blank questions). When UTAs are grading student work or exam materials, it is recommended that student work be identified by code number rather than by name as an added protection

for maintaining confidentiality. Regardless of the activity, faculty are ultimately responsible for all grades.

6. Application Process

1. Students apply for UTA positions using the “Student Application for an Undergraduate Teaching Assistantship” form on the department website.
2. Department Chair and applicable faculty member review UTA applications.
3. Faculty member interviews and selects applicant(s).
4. Faculty member and student jointly prepare and complete the Registrar Directed Study Form on the Registrar’s website.

7. Benefits and Academic Credit for UTAs

UTAs enhance the undergraduate learning experience and provide a varied body of experience to General Education, core disciplinary requirements, and upper division courses. Benefits to the UTA include the training received and development of a mentoring relationship. UTAs also receive course credit based on the nature of the assistantship.

Course credit ensures accountability on the part of the student participating in the program. Credits will be used as Upper-Level Electives (Area IIIB) in the History Major. History majors may use no more than six total credits of HIST4400 UTA toward the BA. There is currently no place in the History Education curriculum for these credits. History Ed students who wish to have the experience as a UTA would likely have to treat the resulting credits as unused upper-level credits for the purposes of the History Ed degree.

8. Training of UTAs

Given the varying skills that the UTAs bring to the opportunity and the needs of the supervising faculty member, training of UTAs is accomplished by the individual supervising faculty member. Prior to the beginning of the assistantship, whether or not the contract includes grading responsibilities, initial training includes discussion of issues relevant to the ethics of teaching (e.g., confidentiality, test security). Training continues throughout the assistantship via regular meetings between the UTA and the supervising faculty member. In addition to discussing any difficulties perceived by either the

supervising faculty member or UTA, the UTA is encouraged to ask questions about the experience or issues related to teaching. The meetings are structured to reflect a mentoring/supervisory relationship. Additional assistance may be provided by RCHSS ODE staff.

9. Other Policies Related to UTAs

Students served by UTAs are aware that UTAs are closely supervised by faculty. This awareness is typically achieved via a statement made available to the students (e.g., in the course syllabi, on the course Web page). An example of one such statement follows:

“Undergraduate teaching assistants (UTAs) are sometimes used in this course. These individuals provide an array of assistance and are directly supervised by the instructor. UTAs sign contractual agreements regarding their work in the course and have been approved by the department chair. All concerns relating to UTAs should be brought to the instructor’s attention. Students submit their concerns regarding UTAs to the instructor in writing and with supporting documentation. UTAs sign and adhere to a professional confidentiality and responsibility statement similar to that signed by all faculty. UTAs are ethically and legally obligated to maintain confidentiality regarding student information and share information only with the instructor and those legally entitled to the information.”

UTAs complete the “Acknowledgment of Professional Confidentiality and Responsibility” form regarding confidentiality of student records. This form is attached to their application. A copy of this form remains on file with the supervising faculty member for the duration of the assistantship. An additional copy remains on file with the department as statutorily required. Students are also required to complete the Buckley form and FERPA training.



KENNESAW STATE UNIVERSITY

NORMAN J. RADOW COLLEGE OF
HUMANITIES AND SOCIAL SCIENCES
Department of History and Philosophy

Application for Undergraduate Teaching Assistantship

For semester: Spring ☐ Fall ☐ Year

All applicants for an undergraduate teaching assistantship (TA) must be History or History Education majors with a minimum **cumulative GPA of 3.0** and a **minimum History GPA of 3.5** in all major courses (lower and upper division). Students should only apply to TA in courses that they have already completed. Other qualifications are dependent on the particular assistantship and faculty member's needs. Please review the guidelines on the Student Resources webpage.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. BE SURE TO FILL IN ALL REQUIRED INFORMATION.

*Name:

*KSU Student ID:

*Major: Minor:

*Current Cumulative GPA: *History GPA:

*I am currently a (check one): ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Expected graduation date:

*Address:
 City:
State: Zip:

*Phone #:

*KSU E-mail:

*Have you spoken to any faculty member(s) regarding an assistantship? ☐ Yes ☐ No

If yes, to whom have you spoken?

*History or Philosophy courses (as appropriate) taken: (Use course names instead of numbers.)

University Where Taken	Course Name	Grade	Instructor	Term/ Year

*History (as appropriate) in which you are currently enrolled:

Course Name	Course Number	Instructor

*Total semester credit hours earned:

*How many hours are you currently enrolled in?

What semester did you transfer to KSU?

If you are a transfer student, how many hours were transferred?

*Please provide your expected course schedule for the semester for which you are applying to be a teaching assistant:

Course Name	Days	Times

*During the semester for which you are applying to be a UTA, do you expect to be:

☐

Working full-time

☐

Working part-time

☐

Not working

If you expect to be working, how many hours per week do you expect to work?

Other outside commitments and associated time constraints:

*Do you speak any languages other than English? Check: ☐ Yes or ☐ No

If yes, which language(s)?

Contact (in case of emergency)

Name:

Relationship:

Daytime Phone #:

Evening Phone #:

Cell Phone #:

Faculty References:

Name	Phone Number	Association

*What other skills or related experience could you bring to the assistantship?

*Why do you want to be a UTA

.....
I certify that the above information is correct and complete to the best of my knowledge. By submitting this application I am giving permission for all information to be validated and checked and hold harmless those reviewing and validating the application. I also understand that the information submitted as part of this application may be compiled and used for research purposes and program evaluation in the future. I may also be asked to answer additional questions about my experience as a teaching assistant. By submitting this application I consent to this use. I also give consent to access my academic records

Signature

Date

Acknowledgment of Professional Confidentiality and Responsibility

This statement is to be signed by any person having access to student records.

Statement: As an undergraduate teaching assistant at Kennesaw State University, I am aware that student records are confidential and that I must keep them confidential. This statement is not intended to interfere with the normal operation of my duties as an undergraduate teaching assistant at Kennesaw State University.

Student records are maintained under the protection of the Family Educational Rights and Privacy Act of 1974, as amended. Although I will not have access to records beyond the course(s) specifically associated with my assistantship, it is important to note that all student data is protected, in particular, the current schedule of classes, hours enrolled, grade point averages, and specific grades in classes.

By my signature, I acknowledge that I am aware of the above named regulation and will complete the [Buckley](#) and [FERPA](#) training requirements to adhere to these regulations.

Teaching Assistant's Name

Teaching Assistant's Signature

Date

KSU ID#

Birth date

Faculty Supervisor's Name

Department on Campus

Supervising Faculty Member's Signature
(which implies approval)

Date

Chair's Signature
(which implies approval)

Date

Office of the Registrar

Directed Study Request Form

The following institutional regulations apply to directed study. Additional departmental requirements may exist.

General restrictions:

- Content in the directed study must not substantially overlap an existing course in the curriculum.
- A student may not enroll in more than three semester credit hours of directed study coursework per semester.
- A maximum of ten semester hours of directed study may be used to satisfy degree requirements with a maximum of three hours used as related studies electives and a maximum of three hours used as free electives. The department shall determine the maximum number of hours allowed within the major.
- A student must have an overall institutional GPA of at least 3.0 and a cumulative GPA in the major of at least 3.0 in order to be eligible for a directed study

Any student wishing to do a directed study must obtain approval from the department and complete a Directed Study request.

First Name: _____ Last Name: _____ KSU ID: _____

Semester Requested: ☐ Fall ☐ Spring ☐ Summer Year: _____

Part-of-Term: (enter part-of-term based on semester selection) _____

Course Prefix: _____ Course Number: _____ Course Title: _____

Course Description: _____

Credit Hours: _____ Instructor KSU ID: _____ Instructor Name: _____

Type of Delivery: ☐ Kennesaw Campus(F2F) ☐ Marietta Campus(F2F) ☐ 95% Online ☐ 100% Online
☐ Hybrid Kennesaw ☐ Hybrid Marietta ☐ Off Campus

Is this an education abroad directed study course?: ☐ Yes ☐ No

Is this an honors directed study course?: ☐ Yes ☐ No

Has the syllabus been signed by the student and instructor?: ☐ Yes ☐ No

Please upload the course syllabus that includes following:

- Identifying Information: Student's Name, Course Prefix and Number, Course Title, Credit Hours, KSU Instructor
- Course Description
- Objective of the Course
- Detailed Schedule of Activities, Readings, Project, and/or Assignments
- Description of the Expected Roles of the Student and the KSU Instructor
- Basis for Evaluation and Final Grade Determination
- Academic Honesty Statement
- KSU, BOR and Federal Policy Link
- Student Signature

Originator Signature: _____

Date: _____

Department Chair Signature: _____

Date: _____

Education Abroad Director Signature: _____

Date: _____

Honors Program Director Signature: _____

Date: _____

Office of the Registrar Use Only

☐ Approved ☐ Denied Initials: _____ Date: _____

Comments: _____