Process for Undergraduate Teaching Assistants

♦ Recruit UG TA candidates

a. For smaller classes, the instructor may select students who seem like strong candidates (e.g., good grades, gets along with others, etc.). [See Sample Message for TA Recruitment.]

b. For larger classes, the instructor may invite high performing students to apply and then interview them. [See Sample Interview Questions]

c. Have the selected UG TA’s complete FERPA training (include the information in your recruitment message: FERPA TRAINING LINK

UG TA Courses

*CHS 394: Peer Instructional Facilitator (first enrollment)*

*CHS 494: Advanced Undergraduate Teaching Assistant (subsequent enrollment)*

♦ When the UG TA has been selected, initiate the DocuSign form:

a. STEP ONE: Instructor initiates DocuSign form by clicking the UGTA DocuSign LINK

b. STEP TWO: Student and faculty receive DocuSign email to complete their portion of the form (it is then routed on for approval)

c. STEP THREE: Student receives DocuSign email when the form has reached completion and they are instructed to enroll themselves in the course. *Note: The course can be added until the Add/Drop deadline (usually through the first week of the semester).*

**IMPORTANT**

All UG Teaching Assistants must complete FERPA Training (one time only). All UG Teaching Assistants and instructors must complete the DocuSign Form (for each class).

For additional information, please contact Tamiko Azuma (Tamiko.azuma@asu.edu).

Revised October 9, 2021
[Sample Message for TA Recruitment]

Dear XX,

Because of your outstanding performance in [Course number] this semester, I would like to offer you the opportunity to be an Undergraduate Teaching Assistant for [Course for semester and year]. As an UG TA, you would register for [TA course number (e.g., CHS 394)] for [#] credits and help with various teaching-related activities. Some of the duties and expectations as well as benefits are outlined below:

**Duties** [Describe duties and activities that TA would be involved in]

- Help with grading assignments (online) and exams (paper)
- Conduct review sessions before exams (You would need to be available for 4 Fridays at class time)
- Proctor make-up exams
- Answer student questions via email
- Help with the development of new materials for class

**Benefits**

- You get upper-division elective credit for a grade.
- You get hands-on teaching/instructional experience at the college level (not many students get that opportunity).
- You can strengthen your resume by adding this experience to it.
- You get to work with me, which will allow me to write a more informed letter of recommendation if you plan to apply for graduate school later.
- It’s actually pretty fun!

**Required Training** [All TAs must complete this]

Complete FERPA training (this is a short one-time online training):

*Click here to enroll: FERPA TRAINING LINK*

I am only extending this invitation to a few students, so please let me know as soon as possible if you would be interested in accepting this position. I am also happy to answer any questions you may have. If you are unable or not interested in taking this position, rest assured that I will completely understand.

Congratulations and I look forward to hearing from you!

Best,
Prof. XX
Sample Interview Questions

1. Why are you interested in being an undergraduate TA?
2. This TAship will require approximately XX hours a week. During the semester, the hours will fluctuate higher or lower, but will not exceed XX hours in a week. Given your class load, will you have any trouble devoting the necessary time to this?

For TAs who will be helping in-class sessions

1. Would you be able to attend the class sessions as scheduled?
2. Would you feel comfortable talking in front of a large group of students?
3. Do you feel confident in answering questions about the content of the class?
4. Have you had experience working with people in an instructional way (or lead a group)?
5. Would you feel comfortable leading a group of students in an activity?
6. Would you feel comfortable giving review sessions or Q&A sessions for the class?

Sample Responsibilities of TA and Instructor

Responsibilities of the Teaching Assistant
The TA will maintain consistent contact with the instructor of the course.
The TA will notify instructors immediately if an issue arises that will affect their ability to complete their TA duties.
The TA will be prompt for all scheduled office hours and meetings.
The TA will be complete all grading assignments within the specified timeframe.
The TA will complete FERPA training prior to registering for the course.
The TA will strictly follow FERPA student confidentiality standards and not share any information about student names or grades with anyone other than the instructor.

To complete your FERPA training, go to: FERPA TRAINING LINK

Responsibilities of the Instructors
Instructors will maintain consistent contact with their TA’s.
Instructors will ensure that the TA responsibilities do not exceed the maximum hours per week (Session C: 3 hours/1 credit; 6 hours/2 credits; 9 hours/3 credits).
Instructors will provide clear answer keys or rubrics for all grading activities.
Instructors will provide resources, support, and feedback if the student is to present a review session, a lecture, or other presentation.
The instructor will promptly notify the TA if they are not sufficiently completing their duties.