

Policies and Requirements for SOC 450, Undergraduate Teaching Assistantship

SOC 450, Undergraduate Teaching Assistantship, is intended to benefit both the student enrolled in SOC 450 as an assistant and the students in the course in which the TA assists. Students in the course benefit from having an additional resource for feedback, tutoring, advice, etc. As a peer mentor, undergraduate assistants also provide students with a role model.

Undergraduate teaching assistants benefit in several ways. They grow in confidence, skills and substantive knowledge through a unique experiential learning situation.

Working with an undergraduate assistant must be undertaken by faculty as part of a mentoring process. Faculty must provide ongoing challenges, guidance, and constructive feedback. Working with an undergraduate TA does not appreciably lighten faculty workload. Indeed, such collaboration necessarily adds to faculty responsibilities.

Responsibilities of undergraduate teaching assistants vary as they are negotiated between the student and supervising faculty member. Responsibilities and expectations must be discussed in detail and confirmed in a written agreement. The TA may be involved as a junior colleague in the substantive development of the course including the selection of materials and the development of course schedule, assignments, and daily class planning. TAs are expected to assist in course planning, attend all classes, complete all the readings assigned to students in the course, hold office hours, meet with faculty at least weekly for planning and review, participate in reading students' written work, provide feedback to faculty, and help evaluate the course. TAs may NOT grade student work nor should they ever be in the position of independent assessment. However, TAs may collaborate with faculty in providing feedback; faculty must review/oversee TA comments.

Students may apply to be Undergraduate Teaching Assistants using the form available on the department website. Students must have successfully completed the course in which they wish to assist. Applications are reviewed by the department as a whole and are not routinely approved. Students may discuss a possible collaboration with individual faculty. However, faculty are not obliged to work with Teaching Assistants, nor do private arrangements exempt the student from review by the full department.

- Please list the sociology faculty who know you best.
- Faculty member for whom you would like to be considered as a TA:
- Course for which you would like to TA:
- Semester for which you would like to enroll:
- Have you already discussed this and made arrangements with the faculty member?

Yes

No

Other comments:

Approvals:

Faculty member

Chair of the Department

**Please be sure to complete both sides.
Return completed application to Jill Jordan-MacLean
120 Bedford Street, Portland Campus**