Undergraduate Teaching Assistantship Program

Undergraduate Teaching Assistantship (UGTA) program is available to outstanding students majoring in Political Science and International affairs who are interested to continue their education in graduate programs, Law School or pursue other post-baccalaureate opportunities. The UGTA program is available in partnership with Learning Commons (LC). Students will be selected to serve as Learning Assistants (LAs) and will be working closely with faculty in the Political Science department in offering some of the large gateway introductory courses (e.g. POL 1001, 1010, 1040, 1060, 1080, 1090) taught by the department. Note that the availability of the program and the number of UGTA positions can vary based on available funding. LAs are hired to assist instructors in large introductory classes, lead weekly reviews and discussion sections and help their peer excel in the classroom. The Undergraduate Teaching Assistantship comes with a stipend. Students can also earn academic credit toward their major and fulfill the college’s experiential learning (e.g. internship or peer education) requirement.

Who is eligible to apply?

- Political Science and International Affairs majors who have earned at least seventy (70) or more college credits at the time of their application;
- Students who are in good academic standing with 3.5 or higher overall GPA and have already completed POL 1001 and the introductory course for which they will serve as UGTA.

How should students apply?

Interested students should submit their application package via email to Daniel Dale from Learning Commons (LCs) (email: Daniel.Dale@uc.edu) no later than June 1 for the academic year which begins in August. The application package should include:

- A statement of interest outlining student’s academic interest, completed coursework and explanation how this experience will be relevant for their future professional and intellectual development;
- A most recent CV or resume;
- A list with names and contact information of two faculty who have agreed to serve as references for these student applicants.

For further information about the application process and program availability, please contact the Director of Undergraduate Studies (email: Ivan.Ivanov@uc.edu).

Selection process:

Those who are selected to participate in the UGTA program will be notified before the beginning of the semester during which they serve as LAs. Undergraduate Assistants will be required to complete orientation with Learning Commons and undergo training from Center for Excellence in Teaching and Learning and UC’s First Year Commons program before they can serve as UGTA. Undergraduate Assistants can register for POL 4091 UG Teaching Assistantship course (1 credit) to academic credit toward their major and also fulfill the A&S experiential learning requirement. UGTA should comply with UC Student Code of Conduct and with FERPA. Upon completion of their duties for the semester, LAs may
be asked to submit a written report and/ or a reflection paper. More information about the UC’s First Year Commons is available here:
https://www.uc.edu/learningcommons.html

Also, the Center for Excellence in Teaching and Learning (CET&L) has excellent programs to support undergraduate students and faculty. UGTAs can find relevant information here:
http://www.uc.edu/cetl.html

UGTA Duties

The duties of the LAs can vary and will be determined by the supervising faculty to whom they are assigned as well as the Director of Undergraduate Studies. Sample duties will include:

- Attending classes, keeping track of student’s attendance and participation;
- Running weekly course review sessions;
- Developing study plan with various exercises to assist students in intro classes prepare for the course material;
- Assisting faculty and graduate students in in grading short essays, group discussions and other written responses under supervision;
- Assisting with grading quizzes electronically (or with assistance of technology) and entering these grades on the course management system;
- Providing technical support and assistance to graduate TAs and the instructor in designing and implementing exams;
- Any other duties consistent with the description of this position that have been outlined by the Director of Undergraduate Studies in consultation with the supervising faculty in the beginning of the semester.

UGTAs are expected to work approximately 150 hours during the semester (on average 10-15 hours a week). They will have to comply with FERPA regulations and the UC student code of conduct. Please, review information about the Family Educational Rights and Privacy Act (FERPA) available on the U.S. Department of Education’s website: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
The UC student Code of Conduct can be accessed here:
https://www.uc.edu/conduct/Code_of_Conduct.html

Furthermore, to earn academic credit UGTAs may be required to submit a written report and a reflection paper the requirements of which will be outlined in the beginning of the semester by the Director of Undergraduate Studies or the supervising instructor. Upon reviewing the UGTAs’ performance, written report and their final paper, the Director of Undergraduate Studies will determine the UGTA’s final grade in consultation with the supervising instructor. The implementation of the program is responsibility of the Department Head in consultation with the Undergraduate Director and relevant faculty. Any questions or concerns regarding the execution of the program should be directed to the Director of Undergraduate Studies and the Department Head.