

## 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 and will allow them to earn valuable practical experience assisting faculty in the Political Science department in teaching some of the large gateway introductory courses (e.g. POL 1001, 1010, 1040, 1060, 1080, 1090) offered by the department. Note that the availability of the program and the number of UGTA positions can vary based on available funding. Undergraduate assistants are hired to assist instructors in large introductory classes, lead weekly reviews and discussion sections and help their peers 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 the Undergraduate Director (email: [Andrew.Lewis@uc.edu](mailto:Andrew.Lewis@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: [Andrew.Lewis@uc.edu](mailto:Andrew.Lewis@uc.edu)).

### Selection process:

Those who are selected to serve as UGTAs will be notified before the beginning of Fall Semester in August and Spring Semester in January. UGTAs will be required to complete orientation with the Political Science Department, as well as training from Center for Excellence in Teaching and Learning and UC's First Year Commons program before they can serve as UGTAs. Students will also have an opportunity to register for POL 4091 Undergraduate Teaching Assistantship course (1 credit) through which they will earn academic credit toward their major and will successfully fulfill the A&S' experiential learning requirement. More information about the UC's First Year Commons is available here:

<https://www.uc.edu/campus-life/learning-commons.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:

<https://www.uc.edu/about/cetl.html>

### UGTA Duties

The duties of the undergraduate teaching assistants can vary and will be determined by the supervising faculty to whom UGTA is assigned as well as the Director of Undergraduate Studies. Some of these 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](https://www.uc.edu/conduct/Code_of_Conduct.html)

Furthermore, to earn academic credit UGTAs will be required to submit a written report and a final paper the requirements of which will be outlined in the beginning of the semester by the Director of Undergraduate Studies and 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 School's Director.