

Fulton Engineering Undergraduate Teaching Assistant (UGTA) Contract of Responsibilities

Student Name: <u>Jacob Hreshchyshyn</u>	ASU ID#: <u>1214347678</u>
Instructor Name: <u>Farideh Tadayon-Narabi</u>	Course (ex: CSE120): <u>CSE205</u>
Campus (circle one): <u>Tempe</u> Poly Online	Session (circle one): A B <u>C</u>

Weekly Tasks

Undergraduate Teaching Assistants (UGTAs) are expected to work approximately **five hours per week** throughout the semester assisting through active learning techniques. UGTA and instructors must meet to agree upon the responsibilities for the UGTA this semester. Complete the table below by assigning approximate hours for the appropriate tasks to identify the UGTA/SLs assignments. **It is recommended that you assign at least 1 hour per week to "Course Preparation" to allow yourself time to complete your FSE 201 assignments.**

UGTA Responsibilities	Approximate Weekly Hours
<input checked="" type="checkbox"/> Attend Lecture/Monitor ASUSync	2.5
<input type="checkbox"/> Attend Lab	
<input type="checkbox"/> Attend Recitation	
<input type="checkbox"/> Record Attendance/Participation	
<input checked="" type="checkbox"/> Course Preparation	1.5
<input type="checkbox"/> Manage lab supplies	
<input type="checkbox"/> Faculty Meetings	
<input checked="" type="checkbox"/> Discussion Board/Slack Management	1
<input type="checkbox"/> Hold Office Hours	
<input type="checkbox"/> Proctor exams (As needed)	Exam Quantity:
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	

Standard Assignments

Undergraduate Teaching Assistants (UGTAs) are required to complete the following standard assignments every semester. Due dates and the instructions for all assignments are posted on the course webpage.

Required Assignment	Participants	Date to be Completed
UGTA Contract of Responsibilities	UGTA and Instructor	On FSE 201 site
UGTA Virtual Trainings & Quizzes	UGTA	On FSE 201 site
FSE201 Progress Meeting #1/#2	UGTA and FSE201 Team	On FSE 201 site
Entrepreneurial Mindset Reflection	UGTA	On FSE 201 site
UGTA-Faculty Year-End Evaluation	UGTA and Instructor	Date: <u>4/28/2021</u>

Return signed & completed contracts via the FSE 201 course site by the due date listed on the course site.

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Self-Selected Contribution Assignments

Undergraduate Teaching Assistants (UGTAs) will have the choice of personal contributions that they can complete as part of their position as an assistant. Choices can be selected more than once, as long as each implementation is unique. A small summary of the activity will be required to be turned in as proof of completion. You may use activities from previous semesters, so long as your summary is reflective of this semester's implementation. Please refer to the *UGTA Quick Reference Guide* for brief explanations of each assignment, or Canvas for the full details. These selections may change throughout the semester if needed but must be approved by the instructor and the FSE 201 faculty, who shall be notified of any changes via email.

Total of selections must be equal to at least 4 points for Session C students, and at least 2 points for Session A or B students. Any less than that and the contract will be denied by FSE 201 staff. Your professor may require more contributions, however you are only required to turn in the minimum point value (4 for C, 2 for A/B).

Expert Contribution (3 points each)	Experienced Contribution (2 points each)
UGTA Handbook To Be Welcoming Course on Racial Bias Prototype Part for Class Lesson/Purpose UGTA Executive Leader	Innovation Workshop Exam Review Session Active Learning In-Class Lesson Lead a Lecture Hashtag War Guest Speaker Interview Career Services Preparation Peer Review a Lab Report UGTA Support Group Mentoring
Beginner Contribution (1 point each)	Instructor Chosen Contribution (specify point value)
Attend FSE 201 UGTA Skills Seminar Muddiest Point Survey and Lesson Customer Role Play Practice Run Hint List Mentor Student through Engagement Opportunity Discussion Board Prompt (Sample Problems/ TEDTalk/ Article/ Technology/Success Tips) Conflict Resolution Practices Future Career Options Fulton Relevant Researchers ASU Library & Research Methods Campus/Lab Tour	Estimate 3 hours of student preparation per point value: 3 hours = 1 pt, 4-6 hours = 2 pts, 6+ hours = 3 pts Activity: Activity:

Quantity	Assignment Title	Point Value	Tentative Scheduled Week
1	Attend FSE201 UGTA Skills Seminar	1	2/11/2021
1	Exam Review Session	2	4/5/2021 + 4/7/2021
1	Discussion Board Prompt	1	2/1/2021

We have discussed the responsibilities of the UGTA position. We understand these responsibilities and agree to the assignments outlined above. The UGTA fully intends to fulfill these expectations.

Student Signature: <i>Jacob Huchchym</i>	Date: 1/21/2021
Instructor Signature: <i>Faith Tady</i>	Date: 1/21/2021

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