Undergraduate Teaching Assistant (UTA) Expectations

**UTA Candidacy Requirements:**

* Completed at least 80 credits toward undergraduate degree.
* Senior standing.
* Earned a grade of an A or B in the specific class to be assigned.
* Received a faculty recommendation.
* Complete FERPA training.

**Hours and Compensation**

* Maximum of nine (9) hours per week per class contract.
* A maximum of two contracts per UTA per semester, university wide (approx. 18 hours/week).
* This is a part-time position.
* Compensation: $1500

**In-Classroom: Attend and assist in every assigned class.**

* Each Instructor has a different approach to classroom instruction. Exercise flexibility in your support.
* Keep in communication with your assigned instructor on a regular basis.
* Stay updated and prepared for the classroom agenda and material.
* Attend and be ready to assist your instructor in every class.
* Arrive a few minutes early to your assigned class to assist the instructor with classroom setup.
* Facilitate learner engagement when asked to do so, i.e., group activities.
* UTAs do not teach, but support classroom instruction.
* Check your my.gcu.edu email and Halo Learn digital classroom forums regularly. This is the media students, faculty, and staff will use to communicate with you.

**Office Hours: A minimum of three office hours per week.**

* A minimum of 3 hours per week is required for each contract.
* You are required to hold face-to-face office hours on a regular basis to support learners academically.
* Be sure to document student contact outside of the classroom (this includes no-shows for appointments), and email Student Contact information to [Colleen.Patchin@gcu.edu](mailto:Colleen.Patchin@gcu.edu) or [Jake.Thompson@gcu.edu](mailto:Jake.Thompson@gcu.edu) every Friday.

Note: The nine (9) hours per week per contract includes time spent in the classroom, office hours, and time

spent grading.

**Grading: Participation points, major assignments, quizzes and exams, and other data entry.**

* Be ready and prepared to assist with grading.
* Grading is divided equally between the instructor and UTAs.
* Each Instructor has a different approach to assignment expectations. Follow procedures set forth by your instructor. Grading norming with the instructor is required.
* **All “physical paper” grading must be completed on campus** and must be kept confidential. The only grading that may be completed off campus is paper-free grading. For example, Assignments submitted in the Halo Learn digital classroom drop box or English assignments submitted through a plagiarism checking program, such as HaloWrite, etc.
* Document the assignments you are grading and keep your instructor informed of your progress (frequently).

**Professionalism: Dress code and communication of absence or delay in attending assigned classes.**

* The dress code is business casual. Please do not wear flip-flops, T-shirts, jeans, or shorts. Friday is Spirit Day. Hole-free jeans are permitted with a GCU or purple shirt.
* If you are ill and cannot attend class, inform your professor as soon as possible, and call the College of Humanities and Social Sciences (CHSS) main phone number at 602-639-8301or email CHSS@gcu.edu, to inform of your absence. Compensation or sick time will be adjusted accordingly.

**Performance Review: A reflection and evaluation of job performance.**

* A self-evaluation is completed at the end of each semester based on the criteria above, which will be reviewed by your assigned instructor. Any misalignment between the self-evaluation and the instructor’s review will provide an opportunity for discussion and mentorship.