

## **Application for Undergraduate Teaching Assistantship (UTA): Lab Course**

### **INSTRUCTIONS**

Before completing an application, you should meet with the course administrator for the lab that you wish to TA for to ensure that there will be positions available in the next semester, to collect any supplemental materials, and to learn of the application due date. If you do not know who the administrator is, your current instructor should be able to direct you.

Please submit the following

Task	Completion
1. The completed application form	
2. Supplemental Materials from your desired instructor (If applicable)	
3. A current transcript (An unofficial Peoplesoft transcript is sufficient)	
4. Your upcoming semester course schedule	

Application materials should be stapled together and delivered to the course administrator. If a faculty member is not yet listed, please submit to Dr. Valerie Oke in A230B Langley Hall (under the door is fine). She will give it to the instructor when they are assigned.

Late applications and incomplete applications will not be considered.

Unfortunately, not all applicants will receive a UTA assignment, as there are a limited number of positions available. Once a final decision has been made, all applicants will be notified by email.

Any questions you have about the application or the specific UTA responsibilities for a course should be directed to the administrator of your course of interest.

## **Part 1: Personal Information and Coursework**

1. Name:
2. Major(s):
3. Expected graduation date:
4. Contact information: (Please list summer contact information if different)

Phone:

E-mail:

5. Course you wish to UTA for:
6. Grade you received in the course you wish to UTA for:
7. Semester you took the course you wish to UTA for:  
Fall / Spring / Summer: \_\_\_\_\_ Year: \_\_\_\_\_ Instructor: \_\_\_\_\_
8. Highlight each of the following courses you have taken and enter the grade you earned.

- |   |              |
|---|--------------|
| <input type="checkbox"/> Foundations of Biology I     | Grade: _____ |
| <input type="checkbox"/> Foundations of Biology II    | Grade: _____ |
| <input type="checkbox"/> Foundations of Biology Lab 1 | Grade: _____ |
| <input type="checkbox"/> Foundations of Biology Lab 2 | Grade: _____ |
| <input type="checkbox"/> General Chemistry I          | Grade: _____ |
| <input type="checkbox"/> General Chemistry II         | Grade: _____ |
| <input type="checkbox"/> Organic Chemistry I          | Grade: _____ |
| <input type="checkbox"/> Organic Chemistry II         | Grade: _____ |
| <input type="checkbox"/> Genetics                     | Grade: _____ |
| <input type="checkbox"/> Biochemistry                 | Grade: _____ |
| <input type="checkbox"/> Microbiology                 | Grade: _____ |
| <input type="checkbox"/> Physiology                   | Grade: _____ |
| <input type="checkbox"/> Cell Biology                 | Grade: _____ |
| <input type="checkbox"/> Other Relevant Courses:      |              |

9. Please list any previous UTA experience

Class

Term

Professor

## **Part 2: Scheduling**

To be a UTA, you will be required to attend lab. You may be required to attend lectures, weekly UTA meetings, and recitations. Please indicate free times in your schedule for these requirements.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am-9am					
9am-10am					
10am-11am					
11am-12pm					
12pm-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
6pm-7pm					
7pm-8pm					

As a UTA, you may also be expected to hold office hours (discussion groups) for 1 hour each week. Office hours are best in the afternoon and evening. Please highlight days and times you be available for office hours, and rank your top 3 choices.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
8am-9am							
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm							
3pm-4pm							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							
8pm-9pm							

### **Part 3: Getting to know you**

Why are you interested in becoming a UTA for this course?

What sets you apart from all of the other applicants?

What is the biggest challenge you anticipate encountering as a UTA and how would you overcome this challenge?

What is your primary goal for becoming a UTA? What do you want out of this experience? Please rank 1, 2, 3.

\_\_\_\_\_ Mentoring students one on one

\_\_\_\_\_ Instructing students in a lab session

\_\_\_\_\_ Learning valuable lab skills in material preparation

\_\_\_\_\_ Other (fill in your personal goal):