

Application for PSYC 494-01

Undergraduate Course Assistant (UCA)

PSYC 494 does **NOT** count toward psychology major or GE requirements.

Up to **6 units** of PSYC 494 can count toward the 120 units needed for graduation.

Registration Deadline (without late fee): Friday of the 2nd Week of the Semester

Each Undergraduate CA applicant and supervising instructor must complete this form. Forms may be completed online and printed to obtain the required signatures. Completed forms are to be forwarded to the UCA coordinator, and then to the department chair for approval.

Department of Psychology Undergraduate CA policy includes minimum qualifications for UCA applicants:

Must have at least junior status (at least 60 units completed)

Must have an overall GPA of 3.0 or higher; and

Must have received a grade of A- or better in the course in which they are to assist or in a course taken elsewhere that is equivalent.

Each course must be approved for UCA use prior to UCAs being appointed. If a course is not already approved, faculty members who wish to have undergraduates assist them or their graduate teaching assistants must submit a plan in writing to the departmental chair for approval.

Student Information

Last Name: _____ First Name: _____

Local Address: _____

City, ZIP: _____

E-Mail address: _____

Student ID Number: _____ Overall GPA: _____ Class Level: _____

Course (in which UCA is assisting): PSYC _____ Semester/Yr: _____

Grade Received (in course UCA is assisting): _____ Semester/Yr taken: _____

Register for Supervised Teaching Course: PSYC 494, Schedule Number: _____

Number of units: _____ (see below)

PSY 494 may be taken for 1-3 credits, dependent upon amount of time spent on UCA activities, as follows:

- 1 unit = Approximately 55 hours
- 2 units = Approximately 85 hours
- 3 units = Approximately 120 hours

NOTE:

The Undergraduate Course Assistant course provides a formal way to expose students to the teaching experience and to learn about the education of Psychology. It also provides tutoring to students who need and want tutorial assistance. Psychology 494 may not be used to meet units of upper-division psychology electives, and no more than six units of Psychology 494 may count toward an undergraduate degree program.

Anticipated Course Assistant Activities (check all that apply)

- Hold tutorial hours for students
- Record and/or post grades
- Develop tutorial material for course
- Hold office hours (1 hour per week Min.)
- Correcting Homework and/or exams
- Conduct review sessions
- Assist Instructor during class meetings
- Writing/Copying handouts
- Creating/modifying practice exams
- Keep track of field work site/internship hours (general record keeping)
- Lead a class discussion (with instructor in room)
- Take attendance in class
- Assist in Lab (with instructor in room)
- Other: _____

* Please note that per current university and departmental policy the following activities are NOT appropriate for CAs:

1. Proctor examinations or quizzes (in the absence of the instructor).
2. Issuance of letter grades of homework assignments, exams, quizzes, projects, or final grades as the grading of such material is strictly the responsibility of the course instructor.
3. Prepare and give class lectures, lead a class discussion, or conduct a class in the absence of the instructor. (See UPS 230.010).
4. Hold faculty member's office hours in absence of the instructor.

Basis for Final Evaluation

The UCA will be evaluated on the basis of

- 1) Reliability and quality of performance as observed by the supervising instructor
- 2) UCA evaluations completed by students
- 3) Completion of two brief reflection papers submitted to the UCA coordinator (mid-term and final)

Approvals:

Instructor (Print & Sign) Date

UCA Coordinator (Print & Sign) Date

A copy of this form is to be filed in the department office.