­Geographical Sciences Undergraduate TA Program

General Information:

First time TA’s will receive 3 college credits upon successful completion. Subsequent TA appointments may result in monetary compensation.

Students must go through the following process and meet the criteria below:

Selection Process:

The selection process for undergraduate teaching assistant candidates is based on a set of criteria.

The following requirements must be met in order to be eligible to work as undergraduate TAs:

1. Candidates must have a minimum overall GPA of 3.5 or higher in Geographical Sciences courses.
2. Candidates must have taken the course that they will TA and need to have minimum of an A- grade in that course.
3. Candidates who have been vetted through steps 1-2 will be recommended to teaching faculty who will then make recommendations on the students that they would like to hire for their respective courses.
4. Students who have been approved by the undergraduate director will need to sign-up to meet with the T.A. Advisor to discuss the expectations required in the position.
5. Candidates who meet criteria 1-3 must meet with the undergraduate director for a face to face interview.

Guidelines

1. Students will receive recognition for their work as undergraduate TAs either through a certificate or other means. The undergraduate director will determine in consultation with the administrative director whether the student will be eligible for earning class credit or monetary compensation for GEOG398H teaching course.
2. Undergraduate TAs will select whether they want to teach either one or two human or physical discussion sections or one technical lab course.
3. Students will need to complete the TA coordinator’s course prior to teaching their courses.
4. In consultation with the teaching faculty, the TA coordinator and undergraduate director, we will determine what the position duties will be for each undergraduate TA. Duties could include leading discussion sections, grading assignments and/or labs, and/or exams. Overall, we expect that students will have the opportunity to gain a full-spectrum experience.
5. The undergraduate director along with the TA coordinator will evaluate undergraduate TA performance based on the course evaluations submitted by students in the class as well as the evaluation submitted by the faculty member who is supervising the TA.

Below are instructions of how to go about your application and registration process as an undergraduate TA.

1. Submit this application to LeFrak Hall 1149 or email it to [geog-advise@umd.edu](mailto:geog-advise@umd.edu) to receive permission to register for GEOG398H.
2. Email assigned instructor for TA assignments and their discussions sections.
3. Meet with Dr.Yearwood, who is the mentor for undergraduate TA’s to answer any questions or concerns.
4. Email Dr. Rachel Berndtson with your name, email, class, student ID, discussion section, to gain access to ELMS and UMEG.

**APPLICATION FOR THE GEOGRAPHICAL SCIENCES UNDERGRADUATE TA PROGRAM**

**Student Information:**

|  |  |
| --- | --- |
| Student ID | Date |
| First Name | Last Name |
| Gender | Race |
| Street Address | City, State |
| Phone | E-mail |

**Academic Information:**

|  |  |
| --- | --- |
| Overall GPA | Major GPA |
| Class Standing | GEOG courses taken |
| Course(s) that you would like to TA | Grade(s) in Courses that you would like to TA |

**Class Information:**

|  |  |
| --- | --- |
| Instructor: | Class:  Section(s): |

**Departmental Permission:**

Faculty supervisor name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty supervisor signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TA Advisor/Supervisor signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be returned to Geography Advising Office located in Lefrak Hall 1149 or emailed to <geog-advise@umd.edu>. You **must** submit all necessary paper work and complete this application before the drop/add period of each semester.