**UMM Undergraduate Teaching Assistants Policy**

Undergraduate students assist faculty in a variety of roles with different types of responsibilities. To have a common language for the types of positions, the following categories are defined and described. Students who are peer educators, peer mentors, and teaching assistants will be undergraduate students who are not taking the class for credit.

Lab (Field) Assistant – safety issues, driving, and helping set up labs/studios.

Primary role is to help faculty maintain a safe, clean and organized laboratory environment. Assistants will also often help prepare and setup for the lab/studio, drive for field excursions, help stock or maintain supplies and equipment. Typically attached to a course with a lab, field experience or studio component (when faculty are assigned ½ credit teaching load per student contact hour).

Peer Educators- may be referred to as SI leaders, embedded tutors, or tutors

Job description:

Primary role is to have scheduled time outside of class to help students learn material. May attend a particular section of a course, assist with handling questions during in-class, usually collaborates with faculty member. Typically attached to a course with a higher DFW rate to offer supplemental instruction.

Peer Mentor-

Job description:

Primary role is to model ideal student behavior, will usually attend a particular section of a course. May include holding Study center/office hours, facilitating discussion, helping students understand rubrics and the editing process. May be attached to a first year course, such as a First Year Seminar, or Family Futures Downeast course. May include other duties similar to that of the Teaching Assistant.

Teaching Assistant –

Job description: Primary role is to help Faculty member supporting the learning objectives in the class. May include: Study center hours, correcting or grading of standardized exams or homework, facilitating discussion (including discussion boards for online/hybrid classes), providing students with suggested edits of papers (not grading essays/papers), explaining rubrics to students, conferences with faculty member on student performance, and conducting study sessions. Assigned in situations where there is a high volume of student work with quick turn around to support best practice.

POLICY/PROCEDURE FOR THE HIRING OF UNDERGRADUATE LAB/FIELD ASSISTANTS

**To qualify for a Lab/Field Assistant, Faculty must meet one of the following criteria:**

● Teach a course that has a specific safety risk, require a driver when there is not an available driver amongst the students enrolled in the course, or supervise a lab or studio space.

If a student will be paid from Federal Work Study, submit a work authorization following student hiring protocol. If a student will be paid from other funding sources, submit a work authorization to the Division chair for budget authorization.

**Maximum Earnings/Hours Available:**

Either the allowed work study or the budget may limit the total number of hours a student works for the semester. Lab/field assistants may work no more than 20 hours per week from all of their work study positions combined.

POLICY/PROCEDURE FOR THE HIRING OF UNDERGRADUATE TEACHING ASSISTANTS

**To qualify for a Teaching Assistant, Faculty must meet one of the following criteria:**

● Total enrollment in all assigned courses (in a regular load) must be greater than or equivalent to 240 student credits (i.e. 60 students amongst three four-credit courses or 80 students amongst four three credit courses).

● Submit a request to Division chair outlining the academic, safety and any other reasons (e.g. fast turn around for homework and feedback on assignments in short intensive courses)justifying the request.

If a faculty member meets one of the two criteria and requires a TA, they should submit a request to the Division chair specifying how the learning objectives of the class will be enhanced, and the specific duties of the teaching assistant. The request must be approved before having a student fill out a work authorization.

**Maximum Earnings/Hours Available:**

Teaching assistants may work no more than 150 hours total per three credit hour class. During the fall and spring semesters, undergraduate students may work no more than 20 hours per week from all of their work study positions combined.

TRAINING REQUIREMENTS:

All positions will be required to do the basic trainings required of all student employees. In addition, these four positions will be required to have FERPA (Family Educational Rights and Privacy Act of 1974) or confidentiality training, and any additional safety training the specific position may require (e.g. safety training for science lab assistants or outdoor field assistants).