



Stony Brook University College of Engineering and Applied Sciences

Undergraduate Teaching Assistantships (UG TAs) provide students with the opportunity to deepen their understanding of subject material in their discipline and gain experience and skills for graduate education and careers in academia. They support faculty to enhance access to individualized instruction and feedback in large courses where such access might otherwise be limited. UG TAs must register for 475 or 476 teaching practica courses (0 to 3 credits) under the section of the faculty course instructor. Registration requires permission of the instructor and the undergraduate program director of the student's major degree program. No more than six credits of teaching practica can be applied towards University bachelor's degree requirements. Students should consult with their undergraduate program director to determine if teaching practica credits can be applied towards major degree requirements. Students may receive a stipend for serving as an UG TA, but those students must register for the 475 or 476 teaching practica course at 0 credits. Course credit and a stipend cannot be earned simultaneously in the same semester.

UG TA Qualifications

Selection of a candidate to serve as an UG TA should be based on the professional/academic benefits to both the candidate and the students serviced by the UG TA position. The following are minimum qualifications for UG TAs in the College of Engineering and Applied Sciences (CEAS), which are consistent with both Stony Brook University and State University of New York guidelines. Programs may elect to establish a higher standard.

- UG TAs must have demonstrated mastery of the subject matter by having completed and excelled in the course they will be servicing, or in a similar or a more advanced version of that course.
- They must have a minimum graduate point average of 3.0.
- They must have sufficient communication and interpersonal skills as required for responsibilities of the position.
- They must be able to prioritize, meet goals, and balance the responsibilities of the position with the demands of their academic commitments.
- They must be able to recognize academic dishonesty and understand CEAS policies and procedures reporting for academic dishonesty.
- They must not have been found guilty on a charge of academic dishonesty.

UG TA Work Load, Responsibilities, and Limitations

UG TA workload must be consistent with the SUNY credit/contract hour policy ([link](#)), following the guideline for a supervised individual activity. This applies whether or not the work is credit bearing. One credit corresponds to 40 hours of work per semester. In addition to unscheduled support services, this includes time spent in lectures, labs, recitations, and office hours. The total semester workload of an UG TA, including both the workload of the position and the student's registered academic credit load, must not exceed an effective commitment of 21 credit hours.

An UG TA must maintain confidentiality about student grades, disabilities, and personal issues. Such matters can be shared with no one other than the course instructor or a Department/College administrator. To

avoid possible conflicts of interest and confidentiality issues, any grading or record keeping done by a UG TA must be done without knowledge of student identities. Anonymous assessment can be done with the capabilities of the Blackboard course management system or manually by assigning each student a unique identification number (SBU ID numbers cannot be used).

UG TAs in CEAS are permitted to perform duties with restrictions as listed below. Any duty may be explicitly prohibited by policy of a CEAS Department, but any restrictions on permitted duties must be enforced.

- Hold scheduled office hours.
- Handle recitation sections per direction of the course instructor. The instructor is responsible for developing teaching plans for each recitation.
- Assist the instructor in laboratory sections.
- Attend lectures delivered by the course instructor. Support classroom management (*e.g.* distributing handouts and facilitating group activities).
- Conduct exam review sessions.
- Recommend possible homework/quiz problems to the course instructor
- Communicate topics to the instructor where students are having difficulty as determined by student feedback during recitations and/or office hours.
- Grade and provide feedback on homework/quizzes/reports per rubrics established by the course instructor. The instructor is responsible for monitoring the accuracy of the grading.
- Help the course instructor to proctor exams. UG TA can only proctor exams under the direct supervision of the course instructor.
- Help the course instructor to grade exams. Exam grading is the sole responsibility of the instructor and any grading by an UG TA must be done in the presence and under the immediate and direct supervision of the instructor. The instructor must establish grading rubrics and validate the accuracy of grading prepared by an UG TA.
- Assist the instructor in course learning assessment and accreditation activities.
- Assist the instructor in preparation of course learning materials and laboratory experiments.
- Assemble scores in a format that can be added to the official grade book. An UG TA may not have unsupervised access to the grade book, and they cannot calculate or assign the final grade for the course.

Mentorship, Supervision, and Assessment

It is the responsibility of the course instructor to mentor, supervise, and assess the UG TA on all activities and standards of the course. This includes ensuring that the above workload, responsibilities and limitations of the UG TA are maintained. The instructor must advise the UG TA on ethical standards and confidentiality prior to the start of the course. Whether or not the UG TA position earns academic credit, it is considered a structured experiential learning activity of the student. All UG TAs must register for 475/476 teaching practica courses and complete the Stony Brook EXP+ Contract in close consultation with the course instructor. Details of work load, responsibilities, limitations, and ethical consideration should be included in the description of the activity. The EXP+ contract must be maintained by the Department for a period of at least 7 years.

Grievance Process

Departments must establish and communicate a policy for receiving and handling grievances of UG TAs. Departments are responsible for ensuring that workload restrictions and limitations of UG TAs are in compliance with the policy.