

**STONY BROOK UNIVERSITY**  
**SoMAS- All Majors**  
**475/476 Undergraduate Teaching Assistant Agreement Form**

Students can receive academic credit for completing an undergraduate teaching practicum. By assisting in teaching a course, under the guidance of a faculty member, students can gain insight into teaching and learning while deepening their understanding of the academic content. A student must have been asked to serve as an undergraduate teaching assistant before registering for credit. This form should be submitted with the appropriate signatures and the 1-page written document to the SoMAS Undergraduate Advisor (Melville Library W0511) no later than the end of the first week of the semester. Once permission is given in SOLAR, the student must register for academic credit.

Student Name \_\_\_\_\_ SBU ID# \_\_\_\_\_

Student E-mail: \_\_\_\_\_

Supervising Faculty Member: \_\_\_\_\_

Course: \_\_\_\_\_ Semester: \_\_\_\_\_

Section: \_\_\_\_\_

Both the undergraduate teaching assistant and the supervising faculty member should familiarize themselves with University policies about undergraduate teaching practica-  
([https://www.stonybrook.edu/sb/bulletin/current/policiesandregulations/special\\_academic\\_op/undergrad\\_teaching\\_assistantships.php](https://www.stonybrook.edu/sb/bulletin/current/policiesandregulations/special_academic_op/undergrad_teaching_assistantships.php))

Importantly, undergraduate teaching assistants

- Must be juniors or seniors (U3 or U4 status)
- Must have demonstrated mastery of the subject matter by having completed and excelled in the course in which they will be assisting or in a similar but more advanced version of that course.
- May not grade any work that contributes to the final course grade

Students may apply a maximum of 6 credits from teaching practica (475/476) towards their bachelor's degree. A teaching practicum fulfills the EXP+ general education requirement. A 475 or 476 course is 3 credits and the expected time commitment is 9 hours per week.

**Course will serve as an Undergraduate TA for:** \_\_\_\_\_

**List courses you have completed that are relevant to this teaching experience.**

**What additional training (if any) must be completed in preparation for this teaching experience? How will it be documented and who will review the documentation?**

**Learning Objectives: What skills/knowledge do you hope to gain from this experience? Check all that apply; describe succinctly.**

\_\_\_ develop problem solving skills \_\_\_\_\_

\_\_\_ work independently, setting goals and managing time \_\_\_\_\_

\_\_\_ work effectively with a team \_\_\_\_\_

\_\_\_ develop communication skills \_\_\_\_\_

\_\_\_ improve knowledge of your discipline and/or future profession \_\_\_\_\_

\_\_\_ acquire discipline-specific skills (e.g., computer, research skills): \_\_\_\_\_

\_\_\_ other: \_\_\_\_\_

**Please attach a typed 1-page document that addresses the following questions. Discuss your responses with the faculty member you are working with.**

- Describe your responsibilities as a teaching assistant.
- How do you expect this activity will contribute to your development--academic, professional, intellectual, other?
- How do you expect to contribute to the goals of the organization or project?
- How will you record what you are doing and reflect upon what you are learning? (e.g. notebooks, journal, blog, emails to academic and/or on-site supervisor or mentor)
- How will you synthesize/present outcomes and reflect upon what you have learned?

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Signature of Faculty Supervisor                      Date                      Printed Name of Faculty Supervisor

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Signature of Student                      Date