Instructions for Undergraduate Teaching Assistant Applications

All PSYC majors interested in working with a PSYC faculty member as an Undergraduate Teaching Assistant (UTA), either for credit or as a volunteer, must complete and submit either the UTA Application or the Volunteer UTA Application.

- Undergraduate Teaching Assistant requirements:
  - Psychology major
  - Apply to UTA only in courses the student has successfully completed
  - Complete PSYC 2300/2500 with a "C" or better
  - Institutional GPA ≥ 3.0
  - PSYC GPA ≥ 3.0
  - Instructor** and Department Chair approval

- Volunteer Undergraduate Teaching Assistant requirement:
  - **Must be a current student at KSU**
  - Instructor** and Department Chair approval
  - Apply to UTA only in courses the student has successfully completed
  - Preferred qualifications:
    - Psychology major
    - Complete PSYC 2300/2500 with a "C" or better
    - Institutional GPA ≥ 3.0
    - PSYC GPA ≥ 3.0

==**Some faculty members may specify additional requirements that must be met outside those listed.**==

Limitations for PSYC 4400:
- A maximum of 3 credit hours of PSYC 4400 are permitted in a semester.
- A maximum of 6 credit hours of PSYC 4400 may be used toward the upper division major requirements.
- A maximum of 9 credit hours of PSYC 4400 may be used toward degree requirements overall.
- Credit hours earned as a Research Assistant or a Teaching Assistant count toward these maximums as both are under the PSYC 4400 – Directed Study course number.

When students click on the link for the UTA Application or the Volunteer UTA Application, it will ask for the student's name and email address (KSU email) and the faculty supervisor's name and email address (KSU email).
- The faculty supervisor is the faculty member the student will be working with.
- Students **must** contact the faculty member they are interested in working with and have their approval _before_ submitting the application.

Application for UTA for credit:

- Fill out the required information fields as directed.

- 1-3 credit hours can be requested
- Prior PSYC 4400 hours earned are any credit hours that have been previously earned with the PSYC 4400 course number as either a URA or a UTA.
- Students will need to input their KSU GPA and their PSYC GPA in this area.
  - The KSU GPA can be found on the DegreeWorks page in Owl Express.
  - Students can use a GPA calculator to determine their PSYC GPA using any course that starts with the PSYC prefix within their major requirements area in DegreeWorks.

<u>Application for Volunteer UTA:</u>

- Fill out the required information fields as directed.
- Students will need to input their KSU GPA and their PSYC GPA in this area.
  - The KSU GPA can be found on the DegreeWorks page in Owl Express.
  - Students can use a GPA calculator to determine their PSYC GPA using any course that starts with the PSYC prefix within their major requirements area in DegreeWorks.

Once the student has completed their portion of the application and provided their signature, the application will automatically route to the faculty supervisor for review and approval, and then come to the department for approval and processing.

Students will receive notification via their student email from the department to advise if the application is approved or not.

If students have any questions about this process, please contact the Department of Psychological Science at psychology@kennesaw.edu.

Examples of each form can be found on the following pages.

KENNESAW STATE UNIVERSITY

DEPARTMENT OF PSYCHOLOGICAL SCIENCE

DIRECTED STUDY – UTA APPLICATION

Instructions:

Please submit this application with the required attachments to the Department office by the appropriate deadline. Review of UTA applications generally takes 5 business days. Upon approval, you will be notified via KSU email with registration instructions.

Deadlines	Spring 2022	Summer 2022	Fall 202
	December 6, 2021	May 2, 2022	TBD

UTA Requirements:

- psychology major
- apply to UTA only in courses the student has successfully completed
- complete PSYC 2300 or 2500 with "C" or better
- institutional GPA ≥ 3.0
- PSYC GPA ≥ 3.0
- instructor and department chair approval
- maximum of 3 hours of directed study in a semester (includes both UTA and RA positions)
- maximum of 6 hours of PSYC 4400 used towards the upper division major requirements
- maximum of 9 hours of PSYC 4400 used towards degree requirements overall

Attachments to Include:

- UTA syllabus with all KSU required syllabus elements (NOT the syllabus for the course for which the student will serve as UTA)
- confidentiality and responsibility agreement

Credit-to-Field Hour Equivalencies:

- 1 credit hour = 45 field hours
- 2 credit hours = 90 field hours
- 3 credit hours = 135 field hours

Student & Course Information:

Name: _____

Phone Number: _____

Institutional GPA: _____ PSYC GPA: _____

Course to TA for: _____

Faculty Supervisor for PSYC 4400: _____

Term Requested: ___ Fall ___ Spring ___ Summer

Date Submitted: _____

KSU ID#: _____

KSU NetID: _____

Major: _____

Credit Hours Requested: _____

Prior PSYC 4400 Hours Earned: _____

Modality: ___ Online ___ In-person

Agreement/Approval Signatures:

Student: _____ Date: _____

Faculty Supervisor: _____ Date: _____

FOR DEPARTMENT OFFICE USE ONLY	
Date Received: _____	Reviewed By: _____
Departmental Signature: _____	Approved? _____ Yes _____ No
Date Student Notified: _____	Date: _____

Updated 08/30/2021

KENNESAW STATE UNIVERSITY

DEPARTMENT OF PSYCHOLOGICAL SCIENCE

VOLUNTEER TEACHING ASSISTANT APPLICATION

<u>Instructions:</u>

Prior to engaging in any teaching assistant activities, volunteer teaching assistants and their faculty supervisor must complete this form and submit it to the Department Chair.

Deadlines	Spring 2022	Summer 2022	Fall 2022
	December 6, 2021	May 2, 2022	TBD

UTA Volunteer Requirements:

 · instructor and department chair approval

Attachments to Include:

 · confidentiality and responsibility agreement

Preferred Qualifications:

 · psychology major
 · apply to UTA only in courses the student has successfully completed
 · complete PSYC 2300 or 2500 with "C" or better
 · institutional GPA ≥ 3.0
 · PSYC GPA ≥ 3.0

If student does not meet the preferred qualifications, please explain why you believe an exception should be made:

<u>Student & Course Information:</u>

Name: _____

Phone Number: _____

Course to TA for: _____

Approximate Hours per Week: _____

Term Requested: ___ Fall ___ Spring ___ Summer

Date Submitted: _____

KSU ID#: _____

KSU NetID: _____

Faculty Supervisor: _____

Institutional GPA: _____ PSYC GPA: _____

FOR DEPARTMENT OFFICE USE ONLY	
Date Received: _____	Reviewed By: _____
Departmental Signature: _____	Approved? _____ Yes _____ No
Date Student Notified: _____	Date: _____