

Undergraduate Course Assistant Policy

The Mathematics Department hires qualified undergraduate students as undergraduate course assistants (UGCA). This position has also been formerly known as UGTA (Undergraduate Teaching Assistant) and/or LA (Learning Assistant). This document provides basic policies regarding their responsibilities during long semesters (fall and spring). This document also covers UGCAs assigned through the M 371E course. This document does not apply to work done by graduate Teaching Assistants; their work is governed by the *Graduate Teaching Assistant Policy* statement. For further information, please contact Peter Corrao or John Luecke.

Undergraduate grader positions must first abide by university policies outlined in [9-2040 in the Handbook of Operating Procedures](#).

Duties

The duties of an Undergraduate Graduate Course Assistant (UGCA) can vary from course to course and are determined by the instructor and/or TA. The following is a list of duties that a UGCA may have:

- Facilitate class activities (walk around, answer questions, check-in with groups, distribute materials, etc.)
- Grade assignments and quizzes (UGCAs cannot grade exams)
- Hold office hours
- Run supplementary review sessions
- Prepare review guides or supplementary problem sets
- Prepare instructional materials and make copies
- Proctor (under the direct supervision of the instructor of record and/or TA)
- UGCAs of Calculus classes are required to assist in [CalcLab](#) for one hour per week

Training

In addition to the required university training for all student employees, new CNS UGCAs are required to complete a self-paced Canvas course organized by CNS. This course covers UGCA responsibilities, goals, methods, and other important aspects of the position. Students assigned as a UGCA through M 371E are not required to take this course.

Because students assigned as a UGCA through M 371E are not assigned university training, the department will require these students to complete a Canvas training and quiz regarding Title IX guidelines.

Attendance

UGCAs are expected to be required to attend the main lecture section of their assigned course. However, if the instructor/TA of the course does not require this, the student does not have to attend. Because of challenges with undergraduate student scheduling, UGCAs are not expected to be required to attend discussion sections.

CalcLab

UGCAs assigned to Calculus courses (M 408N/Q/R/S) are required to assist in CalcLab for one hour per week. The CalcLab schedule is determined by the CalcLab Coordinator, who will be provided the list of Calculus UGCAs.

Distribution of Workload

In courses where more than one UGCA is assigned, it is the faculty member's responsibility to ensure an equitable distribution of work and consistent grading.

Course Allotments

The Department attempts to provide UGCAs for typically sized sections of the following courses. Typically, two UGCAs are assigned for each course (lecture). Because UGCA assignments are subject to budget considerations, UGCA allotments are not guaranteed. If you believe your course needs extra UGCA resources, please contact Peter Corrao or John Luecke.

Faculty should be aware that UGCA assignments are also subject to the availability of *qualified* students. Particularly for advanced courses, faculty who know of strong undergraduate students from previous semesters who are qualified to assist upcoming classes are asked to provide the names of those students to Peter Corrao as soon as teaching assignments are announced.

Courses typically assigned two UGCAs:

M 302
M 408N
M 408Q
M 408R
M 408S