The Center for Professional Development is again inviting faculty participation in the Undergraduate Teaching Associate Program, a program designed for cooperative learning between faculty members and their outstanding students. A full description of the UTAP program is included with the attached information as well as all the necessary forms for you and your selected student to participate. Should you choose to join the program for the coming semester, please return the attached nomination form to the CPD Office in the A.C. Clark Library L230 or email it to cpd@bemidjistate.edu. **Direct your student to return the completed Arranged Course form to the Records office.**

We look forward to working with you this academic year.

Dr. Debbie Guelda, Director  
Center for Professional Development  
Professor of Biology
Undergraduate Teaching Associates Program (UTAP)

As an expression of its commitment to teaching and learning, the Center for Professional Development has developed a program which allows interested and qualified students to experience some of the challenges and rewards of college teaching by working closely with faculty as they prepare and teach their classes.

**Program Features**

- Qualified juniors and seniors who have been identified through faculty nominations serve as teaching associates in selected undergraduate courses under the tutelage of interested instructors.
- Participating faculty and students meet several times during the semester at UTAP luncheons as part of an informal seminar on college teaching to be conducted by the Center for Professional Development.
- While no stipend is provided to participating students, the university will provide appropriate recognition to those involved. Some (non M&E) resources may be available to fund travel to relevant conferences or other professional development opportunities. Student participation will be recorded on the official Student Development Transcript, if requested.
- The intention is not for students to be involved in grading papers or in clerical work, but rather to assist in planning and at times in helping to teach classes under faculty supervision.
- A teaching assistant may not be concurrently enrolled in the course they are helping to teach.
- The student enrolls in a 1-2 credit course in the appropriate department as under directed independent study course number 4910 (5910 for graduate credit) as Teaching Associate Program. (You may use the attached Arranged Course Form.) This course may be repeated, and will be graded S or U.

**Principles and Obligations**

**Faculty**

- Faculty will not expect students to devote more than six hours per week to their responsibilities in this program, including time actually spent in the undergraduate class to which they have been assigned.
- Faculty will provide informal instruction and assistance to the teaching associate in accordance with the purpose of the program.
- Faculty will not expect the teaching associate to “cover” classes in the instructor’s absence, or to evaluate or grade student work.
- Faculty will not expect the teaching associate to perform essential clerical tasks such as recording grades.
- Faculty will make a serious commitment to attend the UTAP Luncheons on college teaching offered as part of this program. Faculty will be asked to attend one or two of these sessions.

**Students**

- Students will attend their assigned class regularly and meet according to an arranged schedule with their supervising faculty member.
- Students will enroll in a 1-2 credit course in the academic department of their supervising instructor.
- Students will attend UTAP luncheons on college teaching offered as part of this program.
- Students may be asked to provide periodic reports to the Center for Professional Development explaining the nature of their activities and evaluating the usefulness of the program.
Undergraduate Teaching Associate Program (UTAP)  
Nomination Form

Course ID ________________________  Semester and Year ____________________________

Faculty Name ________________________________________________________________
Department ________________________________________________________________
Campus Address ________________________________________________________________
Telephone _________________________      E-mail ________________________________

Student Name ____________________________  ID __________________________
Telephone ____________________________  E-mail ________________________________
Academic Major ____________________________  Cumulative GPA____________________

What responsibilities will the student be given?

Please be sure that the student nominated and the nominating faculty member have read the attached statement of Principles and Obligations. Both the student and faculty member should sign their names below, indicating that they agree to those principles and obligations.

Faculty Signature ____________________________  Date____________________
Student Signature ____________________________  Date____________________

PLEASE RETURN TO CENTER FOR PROFESSIONAL DEVELOPMENT  
A.C Clark Library #230 or cpd@bemidjistate.edu
# Student’s Class Schedule

Name: _________________________________

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 &amp; Night Classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Student’s class schedule is requested to arrange UTAP Luncheons at a time that works well for the student.*

PLEASE RETURN TO CENTER FOR PROFESSIONAL DEVELOPMENT
A.C Clark Library #230 or cpd@bemidjistate.edu