

The Center for Professional Development is again inviting faculty participation in the **Undergraduate Teaching Associate Program (UTAP),** 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 **Keith Gora, Bensen Hall 402, Box #35** or email it to [**cpd@bemidjistate.edu**](mailto: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.

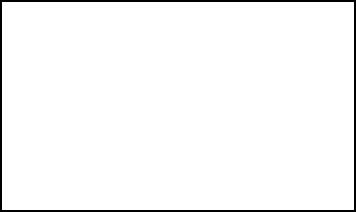
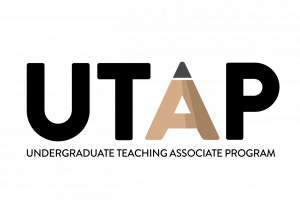
Dr. Keith Gora

Director of UTAP for the

Center for Professional Development

[Keith.Gora@bemidjistate.edu](mailto:Keith.Gora@bemidjistate.edu)

218.755.2882



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.
* Teaching associates may not be concurrently enrolled in the course they are helping to teach.
* The student enrolls for **1-2 credit(s)** in the appropriate department as under directed independent study course number **4917** (**5917** 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 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

**The Center for Professional Development**

**Undergraduate Teaching Associate Program (UTAP)**

**Nomination Form**

Course ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of UTAP credits\_\_\_\_\_\_\_\_

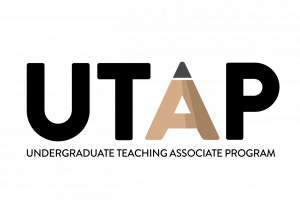
**Faculty Information**

Faculty Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address (office location and number)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus phone number (218.755-\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Email *if different* than [firstname.lastname@bemidjistate.edu](mailto:firstname.lastname@bemidjistate.edu) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Student Information**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email *if different* than [firstname.lastname@live.bemidjistate.edu](mailto:firstname.lastname@live.bemidjistate.edu) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What responsibilities will the student be given?**

Please ensure that both the student and nominating faculty member have read the attached statement of Principles and Obligations and by signing below agree to these statements.

Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to Keith Gora, Bensen Hall 402, Box #35. 218.755.2882**

**The Center for Professional Development**

**Undergraduate Teaching Associate Program (UTAP)**

**Student Schedule**

**Class schedule is requested to arrange UTAP luncheons at a time that works well for the student.**

**Simply indicate with an ‘X’ times NOT available**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **8:00am** |  |  |  |  |  |
| **9:00am** |  |  |  |  |  |
| **10:00am** |  |  |  |  |  |
| **11:00am** |  |  |  |  |  |
| **12:00pm** |  |  |  |  |  |
| **1:00pm** |  |  |  |  |  |
| **2:00pm** |  |  |  |  |  |
| **3:00pm** |  |  |  |  |  |
| **4:00pm and evening classes** |  |  |  |  |  |

**Please return to Keith Gora, Bensen Hall 402, Box #35. 218.755.2882**

