

Qualified undergraduates, who have previously completed the course and earned a grade of B or higher, may apply to serve as Teaching Assistants, working under the supervision of a faculty mentor to assist with an undergraduate Women's Studies course. While a teaching assistantship can be a very valuable experience for any student, it is particularly recommended for those who plan to pursue teaching professionally, or those who foresee assuming teaching duties as graduate students. TAs are chosen entirely at the discretion of the faculty mentor, but students should meet with the Undergraduate Director in order to discuss responsibilities and requirements and to be registered for WMNST 496 credits. ***The forms in this packet must be submitted prior to registration for a teaching assistantship.***

Students should not undertake a teaching assistantship assuming they will automatically receive a "good" or even a passing grade; evaluations will be based on performance, and evaluative standards will be rigorous. TAs are participating in a learning experience; occasional clerical work (such as collating or entering grades into the gradebook) may be necessary but should not comprise the TA's primary duties. Faculty mentors are expected to discuss feminist pedagogy, reading selections, class dynamics, and other relevant issues with their TAs. In order for a teaching assistantship to be approved, the student's workload must be commensurate with that of other 400-level Women's Studies courses. Thus, students should anticipate that a teaching assistantship will be at least as demanding as a regular 400-level course and be prepared to devote the necessary time and energy to the course.

It is the responsibility of the faculty mentor to outline specific duties, expectations, and evaluative measures before the start of the semester. ***Undergraduate TAs in Women's Studies are not permitted to grade other students' work. TAs are also expected to refer any conflicts or difficult situations involving other students to the faculty mentor immediately.*** In addition to providing feedback, faculty mentors are expected to meet with TAs at least weekly. TA responsibilities can include assisting with any of the following:

- Facilitating group discussions and leading in-class activities
- Managing class resources such as slides, films, transparencies, etc.
- Developing questions for discussion, quizzes, and exams
- Identifying extracurricular events and activities related to the course
- Maintaining the course website and managing communications to students
- Preparing research bibliographies and suggested project lists
- Maintaining a weekly journal of insights, questions, and class observations

University guidelines dictate that for each credit of WMNST 496 a student must work 3 hours per week; thus, in order to earn 3 credits of WMNST 496 a student is expected to work a minimum of 9 hours per week for each of the 15 weeks of a fall/spring semester, or 18 hours per week during a 6-week summer session. (Time spent attending class, reading, or performing other duties directly related to assisting with the course count toward this total. Both TA and faculty mentor should anticipate possible peaks and valleys in scheduling based on the course syllabus and discuss potential time conflicts, and possible adjustments to workload and duties, at the beginning of the semester.) Students must register for credits the same semester in which they serve as a TA. (For instance, students cannot complete the teaching assistantship in the summer and earn the credits in the fall or spring). Undergraduate TAs are not paid for their services but earn 3 credits of WMNST 496, which may be applied toward the requirements for the Women's Studies major or minor. The 3-credit TA experience may be used to fulfill the upper level social sciences requirement in either the minor or the major and may also be used to fulfill the related experience requirement in the major. Students can count only 6 credits of any *one* independent learning experience towards Women's Studies degree requirements, even as elective credits.

All coursework assigned by the faculty mentor is due by the final day of regular classes for the term in which the student is completing the assistantship. No late work will be accepted without prior permission.



Teaching Assistantship Application
WMNST 496
The Pennsylvania State University Women's Studies Department

name expected date of graduation

For which course are you applying to serve as a Teaching Assistant?

WMNST # course title

section # schedule # instructor

Please list your major(s) and minor(s) below:

Have you served as a Teaching Assistant before? If so, please list the course(s):

Please indicate (below or on a separate sheet of paper) your reasons for pursuing a teaching assistantship, how you see the experience aligning with you educational and/or professional goals, and the characteristics that you believe will make you a good teaching assistant

Please attach a copy of your transcript for verification of your eligibility to serve as a TA.



Terms of the Teaching Assistantship
WMNST 496

The Pennsylvania State University Women's Studies Department

The following information must be provided (either on this form or on a separate sheet of paper) and submitted with the attached Signature Form before a student can be registered for WMNST 496.

Number of credits _____

To be completed (semester/year) _____

■ Work Plan

Describe in as much detail as possible the student's workload

■ Method of evaluation

On what criteria will the student's final grade be based?

I have read and understand the Rules and Procedures for Women's Studies Teaching Assistantships, and I agree to the terms established for this assistantship. (Registration will not be permitted without the signatures below.)

Student

student's name (please print)

PSU ID#

phone number(s)

e-mail

student's signature

date

Faculty

faculty mentor (please print)

PSU ID#

phone number(s)

e-mail

faculty mentor's signature

date

Undergraduate Director

I approve this student's registration for _____ WMNST 496 credits in _____.
semester/year

undergraduate director's signature

date