DCEPS URA/UTA Information
Faculty Supervisor Information

Per discussion with the University Attorney, Jay Wright, undergraduate students may serve as teaching assistants and research assistants at ODU despite not being formally employed or enrolled in a related course (although assistance related to a course, such as independent study, is an option).

Benefits to utilizing UTA's and URA's:
- Support faculty workload through assistance
- Promote student competence, particularly for those considering grad school

Suggested ways to enlist participation and minimize liability:

To enlist participation:
- Meet minimum requirements for research and teaching or permission of faculty supervisor for exceptions:
  - Junior or senior standing
  - 3.3 minimum GPA
  - Declared major in the Darden College of Education and Professional Studies
  - Successful completion (B or higher) of introductory course within major?
  - For UTAs, successful completion of course (B or higher) for which they are assisting
- Faculty invitation to serve as a UTA/URA
  - Have the experience be purely voluntary and promote as a resume-builder or…
  - Develop a one-credit hidden course or use a topics course, and once selected to participate, manually enroll the students so they can obtain credit for the experience
    - Determine producible needed to evaluate for a grade. Suggestions:
      - For TA: Teaching portfolio (resume, description of activities engaged in, 1- page reflection describing what learned from experience)
      - For RA: Poster presentation of research conducted
    - Max number of credits a student can earn in this capacity is 4

To minimize issues/liability, have UTA/URAs complete the following:
- Have students sign the ODU Student Research Volunteer Agreement (found on the ODU website)
  - https://www.odu.edu/sites/default/files/documents/student-volunteer-agreement.pdf
- If just assisting with teaching, have students sign the ODU Volunteer Agreement- Non-Research form (found on the ODU website)
  - https://www.odu.edu/sites/default/files/documents/volunteer-agreement.pdf
- Have students complete the CITI training for research and FERPA (USDOE) training for teaching (not necessary but good practice)
  - CITI: https://www.odu.edu/sites/default/files/documents/responsible-conduct-of-research-instructions.pdf
  - FERPA: https://training.wecomply.com/wc2/doelogin.aspx?id=10821
    - Must provide faculty supervisor with certificate of completion

- Orient students to ethical research practices and particularly confidentiality
  - Have them sign a confidentiality agreement (See confidentiality statement attached)
- Limit access to other students' records
  - If assisting with grading, have them complete the tasks in your office and do not allow them to remove any student data from your office
  - Inform them that removing the data from the office or discussing the information from the data is a violation of the signed Research Agreement and could result in a conduct violation
- If research assistance requires substantial risk, consider having the student also sign the ODU Assumption of Risk form (ultimately ODU would still be liable in the event an accident occurred, but the signed form often limits action taken on the part of the student)
- If substantially involved in the research, add them to the IRB

To promote competence:
- Specify clear roles upfront. Utilize attached contract.
- Faculty supervisors are encouraged to provide a formal evaluation of each UTA/URA after 6 weeks and at the end of term. See suggested forms.

Duties for TA may include the following (as defined by PSYC):
- Attending class
- Proctoring exams
- Assistance grading assessments or assignments (with a rubric and grading key provided by the instructor)
  - Note that faculty remain responsible for all grades
- Tutoring
- Providing review sessions
- Delivering faculty supervised activities and/or presentations
- Creating course materials with faculty supervision or review
- Other activities at the discretion of the faculty supervisor

Note: UTAs cannot teach a class without direct faculty supervision. Faculty are responsible for monitoring and reviewing the work of their UTA(s) throughout the semester to ensure that all activities are being completed correctly and in a timely manner.

For URAs, duties may include:
- Data collection
- Data entry
- Literature reviews
- Contribution to presentations
- Contribution to publications

OLD DOMINION UNIVERSITY
Darden College of Education and Professional Studies
Student Information

Undergraduate Teaching/Research Assistants
Select undergraduate students may assist faculty to teach courses as UTAs and/or conduct research as URAs. Assistance is voluntary; no course credit or stipend is provided. This is an excellent opportunity to gain authentic undergraduate teaching and/or research experience and can greatly add to graduate school applications.

Eligibility
In order to qualify to serve as a UTA/URA, students must meet all of the following criteria or have permission from faculty supervisor for exceptions:
- Junior or senior standing (has completed at least 60 credits)
- 3.3 overall GPA
- Declared major in the Darden College of Education and Professional Studies
- Successful completion of introductory course within major (B or higher)
- For UTAs, successful completion of course (B or higher) for which they are assisting
- Faculty invitation to serve as a UTA/URA

Additional student qualifications include:
- Interest in the content of the course or research topic in which assistance will be provided
- Motivation to consistently complete assigned work on schedule

Application
Interested applicants must submit the following:
- Academic transcript
- Statement of interest in the UTA/URA position including special skills/experience related to teaching and/or research
- UTA/URA Contract
- UTA/URA Confidentiality Policy Agreement
- UTAs only:
  - Successful completion of the online FERPA training created by the US Department of Education: https://training.wecomply.com/wc2/doelogin.aspx?id=10821. Submit completion certificate to faculty supervisor
  - Submission of ODU Volunteer Agreement- Non-Research form https://www.odu.edu/sites/default/files/documents/volunteer-agreement.pdf

- URAs only:
  - Submission of ODU Student Research Volunteer Agreement: https://www.odu.edu/sites/default/files/documents/student-volunteer-agreement.pdf
  - Successful completion of the CITI training for research: https://www.odu.edu/sites/default/files/documents/responsible-conduct-of-research-instructions.pdf. Submit completion certificate to faculty supervisor

For those serving as both a UTA and URA, all documentation must be submitted.

Faculty can choose to ask additional questions or request that students participate in an interview prior to acceptance as a UTA/URA. Hours and activities for participation as a UTA/URA should be negotiated with the faculty supervisor. Students must agree to successfully complete all agreed upon hours and activities.

UTA/URA duties

For UTAs, duties may include:
- Attending class
- Proctoring exams
- Assistance grading assessments or assignments (with a rubric and grading key provided by the instructor)
  - Note that faculty remain responsible for all grades
- Tutoring
- Providing review sessions
- Delivering faculty supervised activities and/or presentations
- Creating course materials with faculty supervision or review
- Other activities at the discretion of the faculty supervisor

Note: UTAs cannot teach a class without direct faculty supervision. Faculty are responsible for monitoring and reviewing the work of their UTAs throughout the semester to ensure that all activities are being completed correctly and in a timely manner.

For URAs, duties may include:
- Data collection
- Data entry
- Literature reviews
- Contribution to presentations
- Contribution to publications

Faculty are expected to discuss FERPA, confidentiality policies, and adherence to the ODU Student Code of Conduct with their UTA/URAs at the beginning of each semester of work and closely monitor them throughout the semester to ensure that they are not in violation of these policies. Faculty are further expected to report any violation of these policies to the Office of Student Conduct and Academic Integrity so that appropriate disciplinary action can be pursued.

UTA/URA Evaluation

Faculty supervisors are encouraged to provide a formal evaluation of each UTA/URA after 6 weeks and at the end of term.

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**Undergraduate Teaching Assistant/Undergraduate Research Assistant
Confidentiality Policy Agreement**

In your role as an undergraduate teaching/research assistant (UTA/URA), you will have access to personal information about students, including grades and other academic performance. Information obtained through your role as a UTA/URA may only be used in carrying out your assigned responsibilities and may not otherwise be used, shared or accessed without proper authorization.

Federal law protects such records under the Family Educational Rights and Privacy Act (FERPA). Maintaining confidentiality is critical to the University's obligations to comply with law and to the proper conduct of University business. ODU expects all individuals with access to private information to protect all confidential information by:

- Accessing confidential student records only when needed in the performance of one's official duties.
- Safeguarding confidential records when in use.
- Filing confidential records properly when not in use.
- Sharing or discussing confidential records only with those who have a legitimate need to know the information. Generally, the only person you should disclose information to is your faculty supervisor.

Furthermore, UTA/UGAs must comply with ODU's Student Code of Conduct at all times. Providing information regarding exam questions, answers to homework problems, or other assignments, or sharing course material without permission constitutes a violation of the Student Code of Conduct.

Failure to comply with the confidentiality policy is a violation of ODU's Student Code of Conduct and appropriate disciplinary action will be pursued.

I have read the above Confidentiality Policy. As a UTA/URA, I agree to the policy stated above. I understand any behavior that is not in compliance with this policy will result in loss of the position and appropriate student judicial action.

UTA/URA name (please print full legal name): _____

Signature _____   Date_____

Academic Term _____ Course/Project_____

Faculty Supervisor Signature _____   Date _____

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Undergraduate Teaching/Research Assistant Student Contract

Type of position (please select one)	☐ UTA ☐ URA ☐ Both
Semester and Year	
Name of Student	
Student Email Address	
Student Telephone Number	
Student Major	
Student GPA	
Expected Graduation Date	
Name of Faculty Supervisor	
Faculty Supervisor E-mail Address	
Faculty Supervisor Telephone Number	

The UTA/URA student and supervisor have discussed and mutually agree that supervised participation in the following activities will constitute the student's UTA/URA experience (additional activities can be added if needed):

1)

2)

3)

The student agrees to spend _____ hours/week during the period beginning _____ until

_____ in order to satisfactorily meet the expectations for the UTA/URA experience.

_____

Signature of Student   Date

_____

Signature of Faculty Supervisor   Date

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Undergraduate Teaching Assistant Feedback Form

Please use the table below to evaluate your UTA on each of their assigned tasks or activities. A set of possible assigned activities has been included below, but you are encouraged to modify this to remove any activities that your UTA has not been assigned or that your UTA has not had the opportunity to complete yet, and to add any activities that aren't listed.

	Exceeds Expectations (3)	**Meets Expectations (2)**	**Did Not Meet Expectations (1)**
Attending class			
Proctoring exams			
Grading written assignments			
Grading quizzes			
Grading exams			
Providing tutoring			
Providing review sessions			
Delivering course activities			
Delivering course presentations			
Creating course materials			

Please check below if you have concerns with your UTA's overall performance in each of the following areas:

☐ Punctuality   ☐ Professionalism

☐ Grading accuracy   ☐ Time management

☐ Appropriateness of feedback   ☐ Responsibility

☐ Helpfulness   ☐ Content knowledge

Additional Comments:

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Undergraduate Research Assistant Feedback Form

Please use the table below to evaluate your URA on each of their assigned tasks or activities.
A set of possible assigned activities has been included below, but you are encouraged to modify
this to remove any activities that your URA has not been assigned or that your URA has not had
the opportunity to complete yet, and to add any activities that aren't listed.

	Exceeds Expectations (3)	**Meets Expectations (2)**	**Did Not Meet Expectations (1)**
Attending meetings			
Review of literature			
Data Collection			
Data Entry			
Writing skills			
Comprehension of research approaches			
Comprehension of data analysis approaches			

Please check below if you have concerns with your UTA's overall performance in each of the
following areas:

☐ Punctuality   ☐ Professionalism

☐ Data entry accuracy   ☐ Time management

☐ Helpfulness   ☐ Responsibility

Additional Comments: