

PSY 1970 UNDERGRADUATE TEACHING EXPERIENCE GUIDELINES

University of Pittsburgh

Department of Psychology

This course involves student participation as an undergraduate teaching assistant (UTA) for a psychology course under the supervision of a psychology faculty member. Permission from the supervising faculty member and from a psychology department advisor is required before registering for this course.

Prerequisites*:

- Minimum Psychology GPA of 3.5, Minimum overall GPA of 3.0
- 12 credits of psychology (including current term), previous completion of psychology course chosen for TA experience (or proficiency in subject area of course, subject to faculty supervisor approval), and
- any additional requirements of the faculty supervisor.
**If you do not meet the prerequisites, the supervising faculty member can waive the prerequisites by completing the Prerequisite Waiver section of the Learning Agreement.*

Registering for PSY 1970: Review guidelines and learning agreement for PSY 1970, identify a primary psychology faculty member and for which you are requesting a UTA position. The student will then complete the ***PSY 1970 Undergraduate Teaching Assistant Learning Agreement*** with the faculty sponsor. Make two copies of the completed, signed agreement form and bring the original and 2 copies to the psychology advising office during walk-in hours to acquire a permission number for self-registration into the course.

Students must be registered for PSY 1970 during the semester in which the UTA hours are completed.

Credit Options: Students may take a maximum of 3 credits of PSY 1970 per semester. A student **may not** receive credit as a UTA for the same course more than once. The PSY 1970 experience must be non-paid in order to earn credit. Credits are determined by the number of hours spent on undergraduate teaching assistant duties over the course of the term registered.

1 credit = 55 hours
2 credits = 85 hours
3 credits = 120 hours

Also note that credits earned for PSY 1970 **DO NOT** fulfill a Psychology major course requirement, but will count as elective credit toward the 120 credits required for an Arts & Sciences undergraduate degree. Arts & Sciences allows a maximum of 24 research/internship credits toward the degree; this includes credits for PSY 1970. Students can take 12 research/internships credits through A&S and/or other A&S departments in addition to the 12 credit maximum in psychology.

Receiving Credit: In order to earn credit, the student **MUST** complete *two reflective papers* (one due at mid-term and one at the end-of-term) that will be submitted to the CourseWeb site by the published due date.

Mid-term and final reflective paper guidelines are outlined on the back of the guidelines.

PAPER GUIDELINES

PSY 1970 can be used to fulfill a psychology degree requirement, and because of this you are expected to produce a mid-term and final reflective paper of upper level quality. Although the specific activities will vary, you should be participating in activities that contribute to your learning experience in some way on a regular basis. The Undergraduate Teaching Experience is meant to give you experience in the field of psychology education as well as contribute to your professional and personal goals and awareness. Papers give you the opportunity to pull together thoughts, feelings, insights, likes/dislikes, and ideas about future careers or education. The following are a few important guidelines to help you construct your papers.

Papers must be typed and double spaced. It is fine to make notes/comments while you are at your class, however, this should then be typed in the proper format to be submitted.

Do not include the actual names of students. Feel free to make up whatever names you would like to use in order to ensure confidentiality.

How will you know if your paper is acceptable? Once you turn in your paper at both the mid-term and end-of-term, you will be notified through your Pitt email address if the paper is unacceptable and comments on how it needs to be improved. If you do not receive an email, the paper was acceptable. If papers are not completed to standards, you will be asked to REDO the paper or receive an “*NC*” (*no credit*) for your PSY 1970 credits.

Paper Cover Page

When submitting your paper at mid-term and end-of-term, please be sure to include a **cover page** with the following information:

Name
Email address
Phone number
Term registered and date
Course title and faculty supervisor’s name

Paper Format

Description (how your time was spent: responsibilities, interactions with students, etc.)

Observations (possible improvements, theories/techniques observed that were discussed in one of your classes, what you learned today, your view of how the course functions, interesting dynamics between faculty and/or students)

Personal reflection (how you felt about the experience and observations, what you are getting from this experience, how is this experience relating to your own life, any insights about professional goals, insights into personal strengths/weaknesses or skills/interests, do you like this type of work, any situation you would’ve handled differently, etc.). This part of your paper should be used to organize thoughts and address feelings and frustrations. If you aren’t able to reflect on your experience, you won’t be able to benefit from what you are learning.

If you have any questions about your paper entries please contact your advisor or the Director of Advising in 3117 Sennott Square.