

# General Engineering Undergraduate Teaching Assistant (UTA)

## Fall 2020 – Terms of Employment and Confidentiality Statement

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### Training Responsibilities

- Attend all mandatory training sessions. (You are paid for these sessions.) The dates will be announced.

### Class Responsibilities

- Commit to a minimum of one class section per week and be present for all those section meetings per week;
- Record attendance and handle all paperwork;
- Assist with lab activity set-up and clean-up as needed;
- Answer questions and evaluate completed in-class assignments for students; and...
- During class time, you are expected to devote your full attention to the class; you are not permitted to work on personal items of interest (homework, email, texting).

### Out-of-Class Requirements

- Host at least three hours of study sessions each week for your assigned course(s). This may be one three-hour evening study session or three one-hour out-of-class sessions during the day. Sessions are based on your availability.
- Help students form learning groups and facilitate group learning, but **do not reveal solutions** to students.
- Record session attendance.
- Even if no students show for a session, UTAs are still required to stay for the entire session.
- Out-of-class sessions are not offered on university holidays or when the university is closed due to inclement weather.
- Assist in general room clean-up and maintenance of Holtzendorff classrooms and The WHY.
- NO UNDERGRADUATE students, including UTAs, are permitted in Holtzendorff after 10:00 pm or when closed on weekends without prior permission.

### Other Responsibilities

- Maintain a professional attitude. Keep matters such as class standards, grades, and student complaints confidential except to discuss them with the course coordinator or faculty member to whom you are assigned. Professional behavior and appropriate dress are expected at all times. You are a role model for GE students. See UTA Manual for more information.
- Assist with common exams for General Engineering courses on designated Tuesday nights (if available).

### Confidentiality Statement

As an employee of the General Engineering program, you may have access to confidential information such as grades, student records, and similar data. You may also have verbal or written communication with staff, instructors, or academic advisors, which **MUST** be kept confidential.

By signing below, I attest that I have read and understand the above Terms of Employment and Confidentiality Statement. Furthermore, I accept the responsibilities and agree to the expectations associated with being an UTA as outlined. I understand that failure to adhere to the guidelines may result in immediate termination of employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Please return this signed document along with the UTA application to Ms. Bean by email ([beanj@clemsun.edu](mailto:beanj@clemsun.edu)) no later than **April 24, 2020**. If you change your mind, please let us know ASAP.