

**FACULTY REQUEST FORM FOR UNDERGRADUATE TEACHING FELLOWS
DEPARTMENT OF HISTORY**

Please fill out completely and return to blake.muir@usu.edu

Faculty Name: _____

Course Code: _____ Course Title: _____

Year: _____ Fall _____ Spring

Do you have separate funding for a UTF (e.g. grant money)?

I acknowledge that if I receive a UTF, I will contact the student within 1 week of being notified in order to communicate about course workload & hours: Initial Here: _____

Please **do not promise** a UTF position to any student. The Scholarship Committee will determine all assignments.

Preferred Student (if any)

Time Constraints: How long will you need your UTF? (please check all that apply)

_____ before the term begins? _____ up to the Final Exam? _____ through the Final Exam?

Explain any special time requests:

Special Skills Needed (please check *all* that apply)

___ CANVAS - list specific tasks you can perform on Canvas:

___ Web Design (OU Campus) – explain:

___ Digital library exhibits – explain:

___ Word processing (Microsoft Word) – indicate level:

___ Spreadsheets (Excel) – indicate level:

___ Oral presentation and discussion moderation – explain:

___ Foreign language – specify language and level:

___ Other special skills needed:

Assignments. We will try to match you with the student you request. If this is not possible, we will try to match you with a student that suits your schedule and needed skills.

_____ I will consider other UTF assignments than my first choice

_____ I will **not** consider any other UTF assignment than my first choice

Responsibilities. Please indicate which of the following responsibilities your UTF will have:

- | | |
|--|--|
| <input type="checkbox"/> attend class daily | <input type="checkbox"/> set up A/V equipment |
| <input type="checkbox"/> take attendance | <input type="checkbox"/> make classroom ready: position lectern, overhead projector, chalk board |
| <input type="checkbox"/> keep a log of class experiences | <input type="checkbox"/> restore classroom at end of class: erase board, collect handouts, overheads, etc. |
| <input type="checkbox"/> enter grades | <input type="checkbox"/> act as liaison with library reserve, A/V checkout and return |
| <input type="checkbox"/> maintain class web site | <input type="checkbox"/> prepare materials for reserve center and review session (subject to professor's review) |
| <input type="checkbox"/> monitor on-line discussion forums | <input type="checkbox"/> copy materials for class |
| <input type="checkbox"/> grade objective material | |
| <input type="checkbox"/> make a class presentation | |
| <input type="checkbox"/> help proctor quizzes or exams | |
| <input type="checkbox"/> lead discussion sections | Other? _____ |