



## HIST 484:

### Undergraduate Teaching Assistant Application

\*Students may count up to six credits of HIST 484 Supervised College Teaching as upper-division history **elective credits** toward completion of the major. If a student serves as an undergraduate teaching assistant for the same course (e.g. HIST 151) more than once, only three of these HIST 484 credits may be counted towards the major; the remaining three HIST 484 credits will be counted as general electives.

**Instructions:** A student wishing to become an undergraduate teaching assistant must fill out Part I of the application. An instructor wishing to gain the assistance of an undergraduate must fill out Part II. Both the student and the instructor must sign this form. The form should then be submitted to the History Department for Chair approval. **Once approved, it is the student's responsibility to email the Administrative Assistant to have a seat opened and then to register for the class.**

#### Part I (to be completed by the student):

Student Name:

Student Email:

CSU ID:

Phone Number:

Class (must be junior or senior):

Major/Minor:

The following requirements **must** be met to be considered for the position:

\_\_\_ I have completed at least two history courses and have a minimum GPA of 3.3 in History.

\_\_\_ I have received a grade of B+ or better in the course in which I would like to assist or a B+ or better in at least two upper division history courses in the general field of the survey or lower-division course in which I would like to assist.

\_\_\_ I have received a B+ or better in the upper division course I would like to assist.

\_\_\_ I am a junior or senior.

Form continues on the next page.

Supplementary documents (*No application will be approved without these documents*):

\_\_\_ I have attached an unofficial transcript to this application (available on RamWeb), showing all History courses highlighted or circled.

\_\_\_ I have attached a one or two paragraph statement of interest in serving as an undergraduate teaching assistant.

**Part II (to be completed by the instructor):**

Number of HIST 484 Credits:

Instructor's Name:

Course/Section:

Semester/Year:

Describe all duties and responsibilities of the student below:

\_\_\_ A written evaluation of each undergraduate teaching assistant must be submitted to the Department Chair at the conclusion of the semester.

Student Signature:

Date:

Faculty Signature:

Date:

Chair Signature:

Date: