**Center for Integrative Studies in Social Science**

**Information and application for**

**Undergraduate Learning Assistants**

Undergraduate Learning Assistant (ULA) is a term referring to any undergraduate student who assists the faculty-of-record in that faculty member’s assigned, for-credit course(s) at Michigan State University.

ULAs can assist professors in several ways, such as:

* assisting in class preparation,
* grading objective assessments (such as multiple choice, true/false, matching exam questions, etc.),
* engaging in active and collaborative learning exercises in lecture, laboratory, and discussion sections.

According to MSU policy, ULAs cannot engage in activities requiring professional judgment, such as:

* determining course content,
* conducting lectures or seminars,
* performing subjective evaluations of student performance (such as grading essay exams or papers),
* or assigning grades for any for-credit course at Michigan State University.

**ULAs in CIS**

ULAs in CIS are expected to assist faculty in the teaching of Integrative Social Science (ISS) courses. If selected as a ULA, you will be expected to assist for a total of 10 hours per week for approximately 16 weeks during the semester. You will be paid every other week, and the biweekly rate for the Academic Year 2024-25 will be at least $300 and increases with prior experience.

**Selection Process**

ULAs must have demonstrated knowledge of subject content in one of three ways:

1. Students who have completed a course with a grade of 3.5 or 4.0 can apply to serve as a ULA with the professor who teaches the course, or
2. Students who have completed more advanced courses that depend upon knowledge of relevant course content are eligible to serve if they have earned grades of 3.5 or 4.0 in the advanced course areas.
3. Social science majors may be able to demonstrate knowledge of an ISS topic if their coursework to date overlaps significantly with the ISS course material.

Faculty in the Center are able to select students who do not meet these criteria to serve as ULAs at their discretion.

**Training**

Each faculty member utilizing ULAs will provide guidelines and information necessary to carry out their assignments and responsibilities. Relevant university polices on ethical classroom behavior follow.

**Resources for ethical teaching at Michigan State University**

[**Office of Spartan Experiences**](https://spartanexperiences.msu.edu/index.html)

[**Integrity of Scholarship and Grades**](https://spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/integrity-of-scholarship-and-grades.html)

[**Code of Teaching Responsibility**](https://reg.msu.edu/academicprograms/Print.aspx?Section=514)

**Applicability of the Code of Teaching Responsibility to Student Assistants**:

Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

**Undergraduate Learning Assistant Responsibilities**

Expectations and specific tasks necessary for the execution of assignments and responsibilities must be provided in writing to the ULA. If ULAs are assigned to grade student work, it is the faculty member’s responsibility to provide a framework for objective evaluation of student work, to train the ULA on the appropriate use of this framework, and to ensure that the ULA is using this framework correctly and reliably. The faculty-of-record also must inform ULAs about the importance of maintaining student confidentiality with regard to student work.

**Evaluation of Undergraduate Learning Assistant Performance**

The faculty-of-record has the responsibility for the performance and evaluation of Undergraduate Learning Assistants serving in that course. Undergraduate Learning Assistants must be systematically evaluated during and at the end of each semester. Feedback must be shared with the Undergraduate Learning Assistant with the goal of improving the learning experience, developing better performance in the future, and developing skill sets and attitudes needed in the workplace.

The ULA program in the Center for Integrative Studies in Social Science is designed to develop the following skills:

* Professionalism
* Leadership
* Ethics
* Organization and management skills
* Teaching experience
* Public speaking

In order to assess these skills, faculty may choose from a variety of assessment techniques, including:

* Weekly journals
* Short essays on relevant topics
* Leading group discussions in class
* Pedagogical study
  + Can include readings on educational methods and/or attendance at discussions or presentations

**Administration and Oversight**

The Director of the Center for Integrative Studies in Social Science will oversee the ULA program.

**Application for ULA Program**

**Application for Undergraduate Learning Assistant Program**

**Center for Integrative Studies in Social Science**

Student Name: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMPLID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email : [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@msu.edu](mailto:___________________________@msu.edu)

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all ISS courses completed, with grades received. If you did not complete ISS (due to transferring courses or participation in the Honors College) please list any relevant coursework or experience that would help you succeed in this program.

ISS Course (or equivalent) Grade Professor

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In a few sentences, explain why you are interested in participating in this program. Please specify any research interests or areas of study you enjoy.

Is there a specific professor with whom you would like to work, if available?

ULAs may be expected to attend their assigned ISS class regularly. Please provide your Fall 2024 availability to attend classes.