

FACULTY REQUEST FORM FOR UNDERGRADUATE TEACHING FELLOWS
DEPARTMENT OF HISTORY: please fill out completely and return to M323

Faculty Name: _____

Class for which support is requested: _____ **Term:** _____

Student (if you know who is your first choice): _____

Time Constraints: How long will you need your UTF? (please check one)

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

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

_____ WebCT	_____ foreign language; if so, which? _____
_____ SyllaBase	_____ spreadsheet
_____ web site design (i.e. Dreamweaver)	Other? _____
_____ word processing	_____

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 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:

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

Part-time Assistance. If you want clerical help (entering the class roll, logging grades, etc.) but don't need a full-time UTF, please describe the situation briefly on the back of this page.