

Instructions:

Please submit this application with the required attachments to the Department via DocuSign by the appropriate deadline. Review of UTA applications generally takes 5 business days. Upon approval, you will be notified via KSU email with registration instructions.

Deadlines	

UTA Requirements:

- psychology major
- apply to UTA only in courses the student has successfully completed
- complete PSYC 2300 or 2500 with “C” or better
- institutional GPA ≥ 3.0
- PSYC GPA ≥ 3.0
- instructor and department chair approval
- **maximum of 3 hours of directed study in a semester (includes both UTA and RA positions)**
- **maximum of 6 hours of PSYC 4400 used towards the upper division major requirements**
- **maximum of 9 hours of PSYC 4400 used towards degree requirements overall**

Attachments to Include:

- UTA syllabus with all KSU required syllabus elements (NOT the syllabus for the course for which the student will serve as UTA)
- confidentiality and responsibility agreement

Credit-to-Field Hour Equivalencies:

- 1 credit hour = 45 field hours
- 2 credit hours = 90 field hours
- 3 credit hours = 135 field hours

Student & Course Information:

Name: _____

Phone Number: _____

Institutional GPA: _____ PSYC GPA: _____

UTA for Course Number: _____ Section: _____

Faculty Supervisor for PSYC 4400: _____

Term Requested: _____

Low Cost/No Cost: _____

Date Submitted: _____

KSU ID#: _____

KSU NetID: _____

Major: _____

Credit Hours Requested: _____

Prior PSYC 4400 Hours Earned: _____

Modality: Online In-person

Agreement/Approval Signatures:

Student: _____

Date: _____

Faculty Supervisor: _____

Date: _____

Acknowledgment of Professional Confidentiality and Responsibility

This statement is to be signed by students serving as undergraduate teaching assistants in the Department of Psychological Science who may have access to student records.

Student records are maintained under the protection of the Family Educational Rights and Privacy Act of 1974, as amended affords students the right to have their personal information and educational records held in confidence with limited exceptions.

One exception involves directory information. Directory information may be released by the university without the student's written consent. Directory information consists of name, field of study (Major), participation in recognized activities and sports, weight and height of athletic participants, dates of attendance and degrees received. Students may deny the release of directory information by requesting in writing to the registrar that such information not be released each semester they are enrolled. When a student has filed a written request with the Registrar that his/her directory information be withheld and kept confidential, a flag will be set in Banner that causes a warning message to be displayed whenever someone accesses that student's records stating that information about this person is confidential. In that case, the student's directory information should not be released.

Although I, the undergraduate teaching assistant, will not have access to records beyond the course(s) specifically associated with my assistantship, it is important to note that all student data is protected, in particular, students' grades, grade point averages, hours enrolled, schedule of classes, and social security number. This information should not be released to anyone, including the student's parents, without the express written permission of the student.

By my signature, I acknowledge that I am aware that the student records are confidential and that I must keep them confidential. This acknowledgement is not intended to interfere with the normal operation of my duties as an undergraduate teaching assistant at Kennesaw State University.

In addition, in connection with my responsibilities, I agree:

- To keep all test materials confidential; not to discuss assignments (including tests) with anyone other than my faculty supervisor; and to keep all materials related to my work in the course secure.
- To inform the instructor if I suspect any student has engaged in academic misconduct. I will not contact the student in question.
- Not to discuss a student's grades with any student (including the student in question) but rather direct the student to speak with my faculty supervisor.
- To notify my faculty supervisor immediately if there is any reason to believe that there is a possible conflict of interest or dual relationship with any of the students. If I am unsure about a conflict of interest, I will discuss it with my faculty supervisor.
- If I have questions about any information in this agreement or about my UTA responsibilities, I will discuss them with my faculty supervisor.
- Should I have concerns that I cannot address with my faculty supervisor, I can speak with the Chair of the Department of Psychological Science.

All students serving as undergraduate teaching assistants in the Department of Psychological Science are required to complete the Kennesaw State University FERPA training. Failure to do so will result in the student being ineligible to serve as an undergraduate teaching assistant.

 I understand that if my application is approved, I will need to meet this requirement.

Applicant Name

KSU ID#

Applicant Signature

Date

I understand that this student must complete the Kennesaw State University FERPA training to be eligible to serve as an undergraduate teaching assistant for the course indicated above.

Faculty Supervisor Name

Faculty Supervisor Signature

Date

Department Chair/Designee Signature

Date

PREVIEW

FOR DEPARTMENT OFFICE USE ONLY

Date Received: _____

Reviewed By: _____

Departmental Signature: _____

Approved? Yes No