

Being a TA in HESP:

No matter what grading option you choose you need to know these requirements for being a TA in HESP.

- You must be at least a Junior at the beginning of the semester you plan to TA.
- You must have earned an A in the class you want to TA in.
- You HAVE to be able to attend the class you TA for.
- You must have an overall GPA of 3.0.

**Option #1:** Get 1 credit of HESP499 with only Pass/Fail grading. (you will get the credit, but it won't go into your GPA). To enroll you must send Kate the course number, the faculty member's section number and YOUR UID number and she will lift the block.

If you choose this option, REMEMBER:

- You are only allowed to have 6 HESP499 credits total (no matter how you are graded) while you are an undergraduate. (Currently this is the same registration that we use for research labs, so be careful.)
- You are only allowed to take 12 credits of Pass/Fail total while you are an undergraduate.
- You cannot have more than one course registration that is Pass/Fail in any semester.
- You cannot change the method of grading or the credit numbers after the drop/add period of any semester.

**Option #2:** Take the TA class in the College of Education and the Center for Teaching Excellence. Once you and the faculty member have agreed to the TA experience, the faculty member needs to do the following:

1. Go to this website: <http://cte.umd.edu/Resource/UTA.html> to request that student be their TA. You will need to be responsible for making sure that the student fulfills the following requirements:

1. Junior standing by the semester they are a TA
2. Earned an A or A- in the class they are TA'ing for
3. Have an overall GPA of 3.0
4. Have the time of the class open in their schedule

2. The faculty member will also have to write a short letter of rec and indicate some of the activities the TA may be involved in during the semester.

3. Make sure that you give the faculty member your University ID # and an email address.

Once you are accepted, both you and the faculty member will get an email. It will tell you exactly how to register. You will register for EDUC 388 3 credits and EDUC498 1 credit and the Center for Teaching Excellence will tell you which section to register for. All 4 credits are for a regular grade. At the end of semester the instructor will be asked for a grade to be combined with EDUC grade.

Email Kate Skinker [kskinker@umd.edu](mailto:kskinker@umd.edu) if you have questions