

**FACULTY REQUEST FORM FOR UNDERGRADUATE TEACHING FELLOWS  
DEPARTMENT OF HISTORY**

Please fill out completely and return to [Ashley.wilcox@usu.edu](mailto:Ashley.wilcox@usu.edu)

**Faculty Name:** \_\_\_\_\_

**Class for which support is requested (number/name):** )\_\_\_\_\_

**Term:** \_\_\_\_\_ (fall 2021 or spring 2022)

**Student Name** (if you have a student you'd like to request)

\_\_\_\_\_  
**\*\*Note that the committee will consider requests but may not be able to match all faculty with students they've requested.**

**Time Constraints:** How long will you need your UTF? (please check all that apply)

\_\_\_ before the term begins? \_\_\_ up to the Final Exam? \_\_\_ through the Final Exam?

Explain any special time requests:

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

\_\_\_ CANVAS - list specific tasks you can perform on Canvas:

\_\_\_ Web Design (OU Campus) – explain:

\_\_\_ Digital library exhibits – explain:

\_\_\_ Word processing (Microsoft Word) – indicate level:

\_\_\_ Spreadsheets (Excel) – indicate level:

\_\_\_ Oral presentation and discussion moderation – explain:

\_\_\_ Foreign language – specify language and level:

\_\_\_ Other special skills needed:

**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

\_\_\_\_\_ take attendance

\_\_\_\_\_ keep a log of class experiences

\_\_\_\_\_ enter grades

\_\_\_\_\_ maintain class web site

\_\_\_\_\_ monitor on-line discussion forums

\_\_\_\_\_ grade objective material

\_\_\_\_\_ make a class presentation

\_\_\_\_\_ help proctor quizzes or exams

\_\_\_\_\_ lead discussion sections

\_\_\_\_\_ set up A/V equipment

\_\_\_\_\_ make classroom ready: position lectern, overhead projector, chalk board

\_\_\_\_\_ restore classroom at end of class: erase board, collect handouts, overheads, etc.

\_\_\_\_\_ act as liaison with library reserve, A/V checkout and return

\_\_\_\_\_ prepare materials for reserve center and review session (subject to professor's review)

\_\_\_\_\_ copy materials for class

Other? \_\_\_\_\_

**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 here.