

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):

\_\_\_\_\_ Canvas \_\_\_\_\_ foreign language; if so, which? \_\_\_\_\_  
\_\_\_\_\_ web site design \_\_\_\_\_ spreadsheet  
\_\_\_\_\_ word processing Other? \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_  
\_\_\_\_\_ make a class presentation \_\_\_\_\_  
\_\_\_\_\_ help proctor quizzes or exams \_\_\_\_\_  
\_\_\_\_\_ lead discussion sections 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 on the back of this page.