

Eco 495 – Undergraduate Supervised Teaching (UTA) Department Policy and Instructions

IMPORTANT: KEEP THESE INSTRUCTIONS FOR YOUR REFERENCE.

To be considered for a position as an Eco 495 UTA:

1. For **Eco 181** or **Eco 182**, you must meet the requirements set forth in either (a) or (b):
 - (a) You must have taken both Eco 181 and Eco 182, or their equivalents from other institutions; received an A-grade or better in the appropriate course for which you will assist; and have an GPA of 3.3 or higher overall.
 - (b) You must have received a B+ or better grade in the appropriate subsequent course: Eco 405 - Microeconomic Theory, or Eco 407 - Macroeconomic Theory; and have a GPA of 3.3 or higher overall and in Economics.
2. For **Eco 212**, you must meet the requirements set forth in (a):
 - (a) You must have taken Eco 212; received an A- grade or better in the course; and have a GPA of 3.3 or higher overall and in Economics.
3. For **Eco 405**, **Eco 407**, or other **400 level courses** as approved by the Economics Director of Undergraduate Studies, you must meet the requirements set forth in both (a) and (b):
 - (a) You must satisfy the University's policy -- i.e.: you must have a GPA of 3.3 or higher overall and have received a grade of A- or better in the course in which you will assist, or in a course taken elsewhere that is equivalent in content and level.
 - (b) You must have a GPA of 3.3 or higher in Economics.
4. You must have at least **junior** status (at least 60 credit hours already completed).
5. You must have a recommendation letter from a faculty member in the department.
6. You must obtain approval from the course instructor on your own.
7. You must fill out the Eco 495 - Undergraduate Supervised Teaching (UTA) Student Application and Eligibility Checklist form and return it to the Eco main office (415 Fronczak) along with the faculty recommendation letter.
8. You must also submit a current copy of your Academic Advisement Report (available via your HUB student center – see below for more info) with your application.

9. To be honored, all paperwork must be received before the end of the Add period for each semester. Information regarding Add / Drop deadlines may be found on the Registrar's website:
<http://registrar.buffalo.edu/registration/howtoregister/dropadd.php>.

Eco 495 and Credits Toward Your Degree:

10. You may earn a maximum of 18 credit hours overall in tutorial (TUT) classes; a maximum of 6 credit hours in Eco 495 TUT may count toward the overall 18 credit hour limit.
11. Credit will not be given toward an Eco major or minor degree for being a UTA for the same course a second time. If you want to be a UTA for the same course a second time, and the Director of Undergraduate Studies approves your request, the 3 credit hours may count toward your elective requirements only. If you have any questions or concerns about how the credits will be counted, consult your advisor before you apply.
12. Eco 495 credits cannot be used toward the required 12 upper division elective credits in Economics. Again, if you have any questions or concerns about how the credits will be counted, consult your advisor before you apply.
13. To earn the 3 credit hours in Eco 495, you must serve as a UTA for two discussion sections of the same course (this rule may vary according to the situation).
14. If your application is approved, you will be automatically force registered into Eco 495 – Undergraduate Supervised Teaching for 3 credit hours and will see the update in your class schedule via your HUB student center. There is no need to fill out a separate force registration request form.

TO GET YOUR ACADEMIC ADVISING REPORT:

- Using Internet Explorer, go to your HUB Student Center
- Next, go to your "My Academics" tab
- Next to the "Academic Requirements" section, click on the link that says "View my advisement report"
- Wait for the report to come up – this could take a couple of minutes
- Click the "view report as pdf" button
- Wait for the PDF to come up – this could take several minutes – see below if you have problems
- Print the complete report and hand in with this application

NOTES:

- If you are having trouble getting to and / or printing the PDF version, make sure you are using Internet Explorer.
- If you are using an on-campus public computing site / lab, try printing your AAR from home / your dorm instead.
- If you still have issues, contact HUB Student Support to report the problem and get assistance.
- Applications turned in without a complete AAR will not be reviewed.

IMPORTANT NOTE:

Eco 495 - Undergraduate Supervised Teaching (UTA)
is not to be confused with
ECO 498 – Undergraduate Research,
or ECO 499 - Independent Study.
These courses are not interchangeable.

NEED MORE HELP?

Contact the Director of Undergraduates, Dr. Zhiqiang Liu:

Call (716) 645-8688 to leave a voice mail message.

Email zqliu@buffalo.edu

Stop by 445 Fronczak Hall during open office hours.

For advising hours visit:

www.economics.buffalo.edu/undergraduate

Eco 495 – Undergraduate Supervised Teaching (UTA) STUDENT APPLICATION and ELIGIBILITY CHECKLIST

PLEASE PRINT ALL INFORMATION:

Name: *(last, first)* _____

Person #: - UB email: _____

Cell phone: (_____) _____ Current Major: _____

Overall GPA: _____ Eco GPA: _____ Gender: MALE
FEMALE

Term for which you are applying to serve as a UTA: FALL SPRING SUMMER Year: _____

Eco 495-TUT 5-Digit Class #: _____ Section: _____

Do not leave blank -- you may find the 5-Digit Class # and Section via the course schedule in HUB. If you need assistance, please contact your academic advisor.

Name of Supervising Faculty Member: _____

Select the course for which you are applying to serve as a UTA:

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| Eco 181 - Intro to Macro | Eco 182 - Intro to Micro | Eco 212 - Current Economic Problems |
| Eco 405 - Micro Theory | Eco 407 - Macro Theory | Eco ____ - _____ |

NOTE: Credit toward an Eco major or minor degree will not be given for being a UTA for the same course a second time. If you were previously a UTA, please state the:

Term: FALL SPRING SUMMER Year: _____ Class # Eco: _____

Course Instructor: _____

All ECO 495 applicants (to be eligible, you must be able to check Yes):

1. Yes No I have at least **junior** status (a minimum of 60 credit hours already completed).

Eco 181 applicants - you must be able to check Yes to 2a and 2b – OR – 2c and 2d. You must also be able to check Yes to 2e:

- | | | | |
|-----|-----|----|--|
| 2a. | Yes | No | I have taken both Eco 181 and Eco 182, or their equivalents from another institution. |
| 2b. | Yes | No | I received at least an A- grade in Eco 181, or its equivalent. |
| 2c. | Yes | No | I did not answer yes to both 2a and 2b, but I have received a B+ or better grade in Eco 407. |
| 2d. | Yes | No | I have a GPA of 3.3 or better in Economics. |
| 2e. | Yes | No | I have an overall GPA of 3.3 or better. |

Eco 182 applicants - you must be able to check Yes to 3a and 3b – OR – 3c and 3d. You must also be able to check Yes to 3e:

- | | | | |
|-----|-----|----|--|
| 3a. | Yes | No | I have taken both Eco181 and Eco 182, or their equivalents from another institution. |
| 3b. | Yes | No | I received at least an A- grade in Eco 182, or its equivalent. |
| 3c. | Yes | No | I did not answer yes to both 3a and 3b, but I have received a B+ or better grade in Eco 405. |
| 3d. | Yes | No | I have a GPA of 3.3 or better in Economics. |
| 3e. | Yes | No | I have an overall GPA of 3.3 or better. |

ECO 212 applicants - you must be able to check Yes to all questions in section 4:

- | | | | |
|-----|-----|----|---|
| 4a. | Yes | No | I received at least an A- grade in Eco 212. |
| 4b. | Yes | No | I have a GPA of 3.3 or better in Economics. |
| 4c. | Yes | No | I have an overall GPA of 3.3 or better. |

ECO 405 applicants - you must be able to check Yes to all questions in section 5:

- | | | | |
|-----|-----|----|---|
| 5a. | Yes | No | I received at least an A- grade in Eco 405. |
| 5b. | Yes | No | I have a GPA of 3.3 or better in Economics. |
| 5c. | Yes | No | I have an overall GPA of 3.3 or better. |

ECO 407 applicants - you must be able to check Yes to all questions in section 6:

- | | | | |
|-----|-----|----|---|
| 6a. | Yes | No | I received at least an A- grade in Eco 407. |
| 6b. | Yes | No | I have a GPA of 3.3 or better in Economics. |
| 6c. | Yes | No | I have an overall GPA of 3.3 or better. |

ECO _____ applicants - you must be able to check Yes to all questions in section 7:

- | | | | |
|-----|-----|----|---|
| 7a. | Yes | No | I received at least an A- grade in Eco _____. |
| 7b. | Yes | No | I have a GPA of 3.3 or better in Economics. |
| 7c. | Yes | No | I have an overall GPA of 3.3 or better. |

Before submitting, show your completed application / checklist to both the recommending faculty member (who must write a letter of recommendation for you) **and the course instructor** (if different from the recommending faculty member). If the recommending faculty member and the course instructor are the same, please have him / her sign and date in both spots.

Applicant Signature: _____ Date: _____

Name of Recommending Faculty: _____

Recommender Signature: _____ Date: _____

Name of Course Instructor: _____

Course Instructor Signature: _____ Date: _____