

PH 195 UGIA for Lower-Division and Upper-Division Courses

Participating in a PH 195 Undergraduate Instructional Apprentice (UGIA) position provides students an opportunity to learn the methodologies of teaching and obtain teaching skills that can be utilized for graduate schools or vocational training.

Eligibility requirements for PH 195 UGIA

- Complete the course you would like to be a UGIA for with at least an A-
- Must be a declared Public Health Major
- Upper-division standing (JR or SR, at least 90 units completed)
- Minimum overall GPA of 3.0

Academic Senate Restrictions for UGIA positions

- UGIAs only grading option is Pass/No Pass
- Students cannot be a UGIA for the same course more than once
- Students cannot be a UGIA for more than one course in a quarter
- Total credit accumulated as a UGIA shall not exceed eight (8) units

Duties and Responsibilities

1. Duties will be inclusive of a combination of the following responsibilities, depending on instructor's instructional needs.
2. Throughout the quarter, UGIA should meet with instructor on a regular basis (e.g., weekly) to ensure ongoing communication regarding progress of students and course.
3. Attend all class lectures and instructional meetings.
4. Lead sections or discussions (depending on instructional need). UGIA is expected to have mastery of course material to provide quality services to students during discussions sections or office hours.
5. Hold office hours - minimum of two hours per week.
6. Assist with course preparation (e.g. research articles for use in course, preparation of exam questions, lecture presentations, and photocopying course material).
7. Assist with proctoring examinations, scribing, and grading.

Method of evaluation and course credit

A PH 195 can only be taken for credit and not for pay. Students can only participate as a UGIA a maximum of two times for two different courses (totaling of eight units), however, only four units can be applied toward the major as upper-division elective credit. Students will be evaluated for their performance at the end of the quarter on a P/NP basis.

Training and Supervision of Undergraduate Instructional Apprentice (UGIA)

UGIAs must meet with the instructor before the beginning of instruction to establish organizational guidelines for the quarter. UGIAs are expected to refresh their knowledge on the material to be fully prepared for their duties. UGIAs are under the mentorship and supervision of the instructor the offering course and the graduate TAs assigned to the course. UGIAs will be trained for their responsibilities at the beginning of the quarter. After the initial meeting, regular weekly meetings with the instructor and the graduate TAs are essential.