

PSYCHOLOGY 192 - EDUCATIONAL PRACTICES IN PSYCHOLOGY

Deadline to submit the Contract to Psych Advising Office	Friday of Week 1
Check your MyUCLA Study List to make sure you are properly enrolled	Thursday of Week 2

Description:

Psychology 192 offers undergraduate students the opportunity to assist regular faculty members in the Psychology Department by serving as course assistants for a Psychology course in which they have previously taken for credit. Students are required to work (non-paid) a minimum of 7 hours per week for the 10-week quarter (Summer enrollees are required to work a minimum of 74 hours over the 6-week session) in addition to attending the class for which they will be assisting. Students are also required to attend a one-hour weekly seminar, the time of which will be arranged by the instructor, where students will receive training and supervision from the faculty instructor.

Regulations Concerning Psych 192:

- Psych 192 is a 4-unit course, which can only be taken on a P/NP basis.
- Sophomore, Junior, or Senior standing is required.
- Students must do the work in the same quarter that Psych 192 is taken for credit.
- Only 12 units from any combination of courses 185, 192, 194, 195, 196 may be applied toward undergraduate degree.
- Psych 192 does not satisfy any major requirement for Psychology, Psychobiology, or Cognitive Science majors.

Activities That May Be Performed:

- Holding office hours for students who wish to ask questions regarding the course.
- Being a discussion leader for a small number of students who meet each week to discuss special topics related to the course (Note: student-led discussion sections may not substitute for the instructor's scheduled lecture sections or for the graduate student Teaching Assistants' scheduled sections).
- Helping to proctor exams (Note: Psych 192 students may not be the only proctors present at an exam).
- With the approval and supervision of the faculty instructor, assisting in the preparation of materials and development of innovative programs to complement or enrich the faculty instructor's teaching of the course.

Activities That May Not Be Performed:

- Grading papers or exams or serving as a reader.
- Giving lectures to an entire class.
- Meeting with sections of a course that are regularly scheduled and listed in the Schedule of Classes.
- Being responsible for the designing or teaching of a course or a section of a course, selection of reading or student assignments, planning of examinations, evaluation of students' performance in the course, or determining students' final term grades.
- Doing clerical work for professors or graduate TAs.

Instructor's Responsibilities:

The instructor **must be a regular faculty member in the Psychology Department**. The instructor is responsible for the following: training and supervising the student throughout the quarter; leading the one-hour weekly seminar; and evaluating the student's performance. Faculty instructors should remember that a Psych 192 student is not a substitute for a graduate Teaching Assistant and may not perform the functions of a graduate TA. If a Psych 192 student's information is listed on the syllabus, please use title of "course assistant" not "teaching assistant" or "TA."

Procedures for Enrolling:

- Contact faculty member in Psychology whose courses you have previously taken to see if they will approve you as an undergraduate TA for their class. Psychology Faculty member and their contact info is listed on www.psych.ucla.edu/Faculty
- Submit the completed Psych 192 Learning Contract with instructor's signature to the Psych Advising Office (2812 Life Sciences) by Friday of Week 1.
- Visit your College Counseling Unit if you need approval to take more than 5 P/NP units or are planning to exceed 19 units for the quarter.
- You must check your MyUCLA Study List on Thursday of Week 2 to make sure you are officially enrolled.

PSYCHOLOGY 192 - LEARNING CONTRACT

Please complete this contract **with your Faculty Sponsor** and submit it to the Psych Advising Office by **Friday of Week 1**.

Term in which you will be serving as a course assistant:

QUARTER: FALL WINTER SPRING SUMMER A SUMMER C **YEAR:** _____

Term in which you completed the course for which you will be serving as a course assistant:

QUARTER: FALL WINTER SPRING SUMMER A SUMMER C **YEAR:** _____

I HAVE NOT TAKEN THIS COURSE AND WILL BE SUBMITTING A DEPARTMENT REVIEW PETITION

STUDENT INFORMATION

LAST NAME, FIRST NAME

STUDENT ID NUMBER

MAJOR

E-MAIL ADDRESS

TELEPHONE NUMBER

INSTRUCTOR INFORMATION

INSTRUCTOR

DEPARTMENT

EMAIL ADDRESS

COURSE NUMBER

COURSE SECTION

In consultation with your faculty sponsor, please provide a DETAILED description of your duties including work hours, 1-hour weekly meeting time with faculty sponsor, tasks you will perform, training you will receive, etc. If additional space is needed, please attach a separate sheet that includes this information and a schedule of your working and meeting hours.

STUDENT'S SIGNATURE*

DATE

FACULTY SPONSOR'S SIGNATURE*

DATE

***I acknowledge that I have read and will adhere to all directions and regulations listed in the course information and learning contract.**