FACULTY REQUEST FORM FOR UNDERGRADUATE TEACHING FELLOWS
DEPARTMENT OF HISTORY
Please fill out completely and return to 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.