BECOMING AN UNDERGRADUATE TEACHING ASSISTANT
IN THE OSU CHEMISTRY DEPARTMENT

The Chemistry Department at OSU welcomes applications from qualified undergraduates to assist as Undergraduate Teaching Assistants (UTAs), either for undergraduate credit (CH 410) or paid at standard university rates. The Department keeps a pool of qualified candidates from which to draw.

To be eligible to be in the pool, undergraduate students must meet the following criteria:

1. For the quarter for which the application is made, students must be juniors or seniors in good standing (application from sophomores will only be considered in exceptional circumstances). In addition, applicants must have taken two years of chemistry (the general chemistry and organic chemistry sequences).

2. Students must have the signed approval of their academic advisor.

3. Students must have completed a UTA training session, held immediately prior to the start of the academic year in September and at other times as needed.

You can start the application process by sending the following documents to:

Prof. Philip Watson
Associate Chair
Department of Chemistry
Gilbert Hall 153
Oregon State University

a) A completed application form (attached), including the signature of your academic advisor. You will need to complete a new form for each future quarter that you wish to be a UTA.

b) A resume, listing Chemistry classes taken and any other relevant experience (only for the first application).

c) A copy of your transcript (unofficial is fine)

d) A short letter of recommendation from an employer, professor or other suitable reference (only for the first application).

If you have not applied before and you appear to be a qualified candidate, you will be contacted about attending a UTA training session.

If you have any questions please contact Prof. Watson by email at Philip.Watson@oregonstate.edu.
APPLICATION FOR THE UNDERGRADUATE TEACHING ASSISTANT POOL IN THE OSU CHEMISTRY DEPARTMENT

Application for _____________ Quarter, 20 ___

Name: _________________________________________________________________

Student ID: ___________________________ Major: _______________________

Status: Junior Senior Other: ________________

Have you completed a Chemistry UTA training session?
Yes, on dates ____________________ No

Have you worked as a Chemistry UTA before?
Yes - in __________________ in ____________________ No

CH class(es) Quarter/Year

Do you expect to hold any other university-paid positions while being a Chemistry UTA?
Yes - for _______ hrs/ week (OSU limits the total to 20 hrs/week) No

Academic Advisor Approval

To be eligible for the Chemistry UTA pool, your academic advisor should read the statement below and sign in the indicated place. Without this approval, your application will not be considered.

“I have reviewed the course load and other factors (other employment etc) pertinent to this student’s application for a UTA position in Chemistry for the above quarter, and find that he/she should be able to work for __4__ __8__ __12__ __16__ hrs per week (please circle one) without jeopardizing his/her academic standing.”

Advisor signature: _________________________________ Date: _____________

Printed name: __________________________________________

Department: ___________________________________

Return this form and other application materials to:

Prof. Philip Watson, Associate Chair, Dept. of Chemistry, Gilbert Hall 153, OSU