



Graduate Student Affairs Office
 School of Social Sciences
 Irvine, CA 92697-5100

July 1, 2017

**All Graduate Students
 School of Social Sciences**

The following enrollment policy, revised for academic year 2017-18, applies to *all* Social Sciences Teaching Assistants, including non-social sciences TAs appointed to Social Sciences courses.

As noted in the current edition of the UCI Graduate Student handbook, experience as a Teaching Assistant is considered an important component of the graduate educational experience. Serving as a TA has an important academic training component in which students learn to effectively communicate ideas to others, become better teachers, and gain training as future faculty and lecturers. In recognition of this, in the School of Social Sciences, **Soc Sci 399 *University Teaching* is a requirement for all TAs during every appointment quarter.**

In addition to the experiential elements of teaching, there are two other significant advantages of enrollment in 399, both of which this policy addresses:

1) **evaluation**: TAs will be evaluated by the course instructor to whom they are assigned, based on interpersonal and pedagogical performance standards, expectations set out in the TA job description, and adherence to University policies and procedures, and federal and state law pertaining to student-teacher interaction. Evaluation, and the assignment of an evaluation grade requires enrollment in *University Teaching*.

2) **tracking**: TAs will be able to use their transcript, on which the *University Teaching* enrollment will appear, to monitor the number of TA quarters completed. In this way, TA experience will be reflected as an integral part of the doctoral student's academic program, in progression towards the PhD.

Each TA's performance evaluation will be a letter grade—either A+, A, A-, B+, B, B- or C—based on the recommendation of the instructor to whose course the TA is assigned. The assigned grade each quarter will reflect the TA's performance over the course of the 11-week term, including Finals Week. The grade will take into account all aspects of the TA's work including the extent to which expectations held by the course instructor, and the elements of the job description prepared for the course are met. Included in the evaluation grade are the TA's interpersonal skills relative to other TAs assigned to the same course, the course instructor and the undergraduate students enrolled in the course.

University Teaching grades will be used in evaluating the TA's academic standing in the School at the end of each quarter and year. The following grading scale will be used:

- A+ -- exceptional performance in all areas.
- A -- good performance in all areas.
- A- -- acceptable performance, with an area of minor concern.
- B+ -- acceptable performance, with multiple areas of minor concern.
- B -- marginal performance, with an area of serious concern.
- B- -- marginal performance, with multiple areas of serious concern.
- C -- unsatisfactory performance, with serious concerns that should be addressed before assigned as TA again.

Social Sciences TAs are strongly encouraged to participate in on-campus instructional development activities (TA workshops), as is long-standing tradition in the School. However, **this policy does not require that additional work be completed beyond that required by the course instructor and set out in the TA job description each quarter.**

Enrollment in Soc Sci 399 may be used to meet the minimum 12-unit requirement for full-time PhD status; or, may be in addition to 12 or more units of enrollment in course work or research.