

ECO 495 – Undergraduate Supervised Teaching (UTA)

Department Policy and Instructions

IMPORTANT: KEEP THESE INSTRUCTIONS FOR YOUR REFERENCE.

To be considered for a position as an ECO 495 UTA, you must satisfy the University's policy.

Please review the following prior to submitting an application:

- For **ECO 181** or **ECO 182**, you must meet the requirements set forth in *either* (a) or (b):
 - You must have taken *both* ECO 181 *and* ECO 182, or their equivalents from other institutions; received **at least an A- grade** in the appropriate course for which you will assist; and have a **GPA of 3.3 or higher** overall and in Economics.
 - You must have received **at least an A-** in the appropriate subsequent course: ECO 405 - Microeconomic Theory, or ECO 407 - Macroeconomic Theory; and have a **GPA of 3.3 or higher** overall and in Economics.
- For **ECO 212**, **ECO 405**, **ECO 407**, or other **400-level courses** as approved by the Director of Undergraduate Studies in Economics, you must meet the requirements set forth in *both* (a) *and* (b):
 - You must have received **at least an A-** grade in the course in which you will assist (or in a course taken elsewhere that is equivalent in academic level and content).
 - You must have a GPA of **3.3 or higher** overall and in Economics.
- You must have at least **junior** status (at least 60 credit hours already completed).
- You must have a **recommendation letter** from a faculty member in the department.
 - You must obtain approval from the course instructor on your own.
- You must fill out the ECO 495 - Undergraduate Supervised Teaching (UTA) Student **Application** and Eligibility Checklist form and return it to the ECO main office (415 Fronczak) along with the faculty recommendation letter.
 - You must *also* submit a current copy of your **Academic Advisement Report** with your application. (Your AAR is available via your HUB student center – see next page for more info.)
- To be honored, all paperwork must be received BEFORE the end of the Add/Drop period for each semester.** Information regarding Add/Drop deadlines may be found on the Registrar's website:
<https://registrar.buffalo.edu/registration/howtoregister/drop-add-resign.php>

ECO 495 and ECO 496 – Credits Toward Your Degree:

A maximum of **3 credits** from either ECO 495 or ECO 496 are allowed to count toward your any-level Economics elective requirements.

If your application is approved, you will be automatically force registered into ECO 495 - Undergraduate Supervised Teaching for 3 credit hours and will see the update in your class schedule via your HUB student center. *There is no need to fill out a separate force registration request form.*

TO GET YOUR ACADEMIC ADVISING REPORT:

- Go to your HUB Student Center
 - Go to your "My Academics" tab
 - Next to the "Academic Requirements" section, click on the link that says "View my advisement report"
 - Click the "view report as pdf" button
 - Print the complete report and hand in with this application
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NOTES:

- If you are having trouble getting to and / or printing the PDF version, and are using an on-campus public computing site / lab, try printing your AAR from home / your dorm instead.
- If you still have issues, contact HUB Student Support to report the problem and get assistance.
- Applications turned in without a complete AAR will not be reviewed.

IMPORTANT NOTE:

ECO 495 - Undergraduate Supervised Teaching (UTA) is not to be confused with ECO 498 - Undergraduate Research, or Eco 499 - Independent Study.

These courses are not interchangeable.

NEED MORE HELP?

Contact the Director of Undergraduate Studies:

Dr. Joanne McLaughlin: Phone: (716) 645-8688

Email jsmclaug@buffalo.edu

Stop by 441 Fronczak Hall during open office hours.

For advising hours, visit:

<http://arts-sciences.buffalo.edu/economics/undergraduate/overview.html>

ECO 495 – Undergraduate Supervised Teaching (UTA) STUDENT APPLICATION and ELIGIBILITY CHECKLIST

PLEASE PRINT ALL INFORMATION:

Name: (Last, First) _____

Person #: - UB email: _____

Cell phone: (____) _____ Current Major: _____

Overall GPA: _____ ECO GPA: _____

Term for which you are applying to serve as a UTA (circle): FALL WINTER SPRING SUMMER Year: _____

ECO 495-TUT 5-Digit Class #: _____ Section: _____

Do not leave blank -- you may find the 5-Digit Class # and Section via the course schedule in HUB. If you need assistance, please contact your academic advisor.

Name of Supervising Faculty Member: _____

Select the course for which you are applying to serve as a UTA:

- ECO 181: *Intro to Macroeconomics*
 ECO 182: *Intro to Microeconomics*
 ECO 212: *Current Economic Problems*
 ECO 405: *Microeconomic Theory*
 ECO 407: *Macroeconomic Theory*
 ECO ____: _____

NOTE:

A maximum of 3 credits from either ECO 495 or ECO 496 are allowed to count towards your any-level ECO elective degree requirements.

Have you previously taken ECO 495 or ECO 496? Yes No

***** **If you marked Yes, you are not eligible. We will cannot enroll you in ECO 495 (or ECO 496).** *****

ALL ECO 495 applicants MUST be able to check YES to question #1:

1. YES NO I have at least junior status (a minimum of 60 credit hours already completed).

ECO 181 applicants MUST be able to check YES to (2a and 2b) OR 2c. You MUST also be able to check YES to **both 2d and 2e.**:

2a. YES NO I have taken both ECO 181 and ECO 182 or their equivalents from another institution.

2b. YES NO I received at least an A- grade in ECO 181, or its equivalent.

2c. YES NO I did not answer YES to both 2a and 2b, but I have received at least an A- grade in ECO 407.

2d. YES NO I have a GPA of 3.3 or better in Economics.

2e. YES NO I have an overall GPA of 3.3 or better.

ECO 182 applicants MUST be able to check YES to (3a and 3b) OR 3c. You MUST also be able to check YES to **both 3d and 3e**:

- 3a. YES NO I have taken both ECO 181 and ECO 182 or their equivalents from another institution.
- 3b. YES NO I received at least an A- grade in ECO 182 or its equivalent.
- 3c. YES NO I did not answer YES to both 3a and 3b, but I have received at least an A- in ECO 405.
- 3d. YES NO I have a GPA of 3.3 or better in Economics.
- 3e. YES NO I have an overall GPA of 3.3 or better.

ECO 212 applicants MUST be able to check YES to all questions in section 4:

- 4a. YES NO I received at least an A- grade in ECO 212.
- 4b. YES NO I have a GPA of 3.3 or better in Economics.
- 4c. YES NO I have an overall GPA of 3.3 or better.

ECO 405 applicants MUST be able to check YES to all questions in section 5:

- 5a. YES NO I received at least an A- grade in ECO 405.
- 5b. YES NO I have a GPA of 3.3 or better in Economics.
- 5c. YES NO I have an overall GPA of 3.3 or better.

ECO 407 applicants MUST be able to check YES to all questions in section 6:

- 6a. YES NO I received at least an A- grade in ECO 407.
- 6b. YES NO I have a GPA of 3.3 or better in Economics.
- 6c. YES NO I have an overall GPA of 3.3 or better.

ECO _____ applicants MUST be able to check YES to all questions in section 7:

- 7a. YES NO I received at least an A- grade in ECO _____.
- 7b. YES NO I have a GPA of 3.3 or better in Economics.
- 7c. YES NO I have an overall GPA of 3.3 or better.

Remember to attach your Academic Advising Report (or unofficial transcript) from HUB and your letter of recommendation from a faculty member. Before submitting your application to the main office, show your completed application/checklist to both (if they are not the same person) the recommending faculty member and the course instructor. If the recommending faculty member and the course instructor *are* the same, please have him/her sign and date in both spots.

Applicant Signature: _____

Date: _____

Name of Recommending Faculty: _____

Recommender Signature: _____

Date: _____

Name of Course Instructor: _____

Instructor Signature: _____

Date: _____