**Criteria for Faculty to Receive an Undergraduate Teaching Assistant**

**(Revised 4/19/24)**

In order to be eligible for an undergraduate assistant, faculty must meet one of the following requirements:

1. Single course enrollment of 80 or more.
2. Cumulative course count of 300+ students (example: average of 75 per class).
3. Course with a laboratory.
4. Course involving a special college event (for example: Gourmet Night, Corks and Forks, Graduate Conference).
5. Situation where a graduate student is not available, yet is typically assigned to a particular course (for example: Professional Development, Internships, Accounting, Special Project).

Undergraduate Assistants are awarded prior to the start of the semester. Assistants can only work a maximum of 15 hours per week. These are not guaranteed because it will always be dependent on budget.