Kennesaw State University  
HIST 4400  
Undergraduate Teaching Assistantship  
3 Semester Hours Credit  
Spring 2017

Instructor: Jim Piecuch

Course Description: This undergraduate teaching assistantship will familiarize the student with the various aspects of teaching an undergraduate survey course. The student will attend all class meetings, complete all of the required reading assignments, share responsibility for leading class discussions with the instructor, and prepare and deliver at least one class lecture. The student will also meet with the instructor to discuss course design, including course goals and how they are to be achieved, and the assessment process. In addition, the student will schedule and supervise study groups before exams.

Course Objectives: Upon successful completion of the course, the student will be able to:
1. Describe the process of designing an undergraduate survey course
2. Explain how and why lecture and discussion topics are chosen in order to deliver an effective survey course that covers a broad span of history and provide students the necessary background for advanced study in more focused courses within the same historical period.
3. Describe why it is important to incorporate primary sources into a survey course and explain how to do so effectively.
4. Explain the difference between active and passive learning, and how both can be utilized in a course.
5. Demonstrate the ability to lead class discussion.
6. Demonstrate the ability to prepare and present a classroom lecture.
7. Demonstrate the ability to use technology in the classroom.
8. Explain the importance of assessing student performance, describe the various means through which this can be achieved, and demonstrate an understanding of the process of formulating assessment tools such as exams.
9. Demonstrate effective classroom management.
10. Demonstrate knowledge of the subject matter and the ability to deliver and explain content by conducting study groups for students before exams.

Schedule of Activities: Please see the accompanying syllabus for this course, which is dated 2010, the last year during which I taught the course. I am in the process of updating this syllabus for the Spring 2017 semester, and although the new syllabus is not yet finalized, the daily topics and activities will remain unchanged. More recent editions of the required texts will replace those listed, with appropriate changes to the page numbers of the assigned readings.
**Instructor and Student Roles:** The instructor will retain primary responsibility for delivering lectures, leading class discussion, and will be wholly responsible for grading. The instructor will also have full responsibility for dealing with students via e-mail and in person, except in those cases where students may initiate contact regarding course matters with the undergraduate teaching assistant. In such cases, if the UTA is not able or authorized to deal with the matter, the UTA will refer the student to the instructor. The UTA’s role is described above.

**Basis for Evaluation/Grade:** The UTA will be evaluated based on demonstrated proficiency achieved in the Course Objectives listed above. In addition, attendance and performance of the assigned duties such as completion of readings, assisting in leading discussion, effective preparation and delivery of a lecture, and managing study groups will be considered in calculating the grade.