

# Undergraduate Associates Program

An opportunity to work closely with a Miami University faculty member to explore careers in academia

## Application Deadline:

Fall 2007 – September 10, 2007

Spring 2008 – February 4, 2008

Miami University Honors and Scholars Program  
 Bishop Hall | Oxford, OH 45056  
 Phone: 513-529-3399 | FAX: 513-529-4920  
 honorsadvising@muohio.edu

Office use only: Revised 7/2007

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

The Undergraduate Associates Program gives you the opportunity to work closely with a Miami University faculty member to explore careers in academia. As a participant in the program, you will work for a semester or a year with a faculty mentor assisting with many of the academic responsibilities (e.g., teaching, responding to student work, attending governance meetings, engaging in research). Students completing the UA Program receive the notation, "Undergraduate Associate," on their transcript. Students wishing to receive credit hours for their work must coordinate an independent study separately with their faculty sponsor.

To participate in this program you must be a sophomore, junior, or senior and have attained a cumulative grade point average (GPA) of 3.0 or higher, attained an average GPA of 3.2 or higher for courses in your major (or the department in which you plan to serve as the UA), and earned at least an A in the course you will be teaching or in a more advanced course covering the same material. This requirement is mandated by the University Senate, and there are exceptions only in extreme circumstances (e.g., sudden death in the family or major illness). You must complete the information on the front and back of this application. Your faculty mentor may provide a brief statement of the role you will assume and the significance of the experience and then must sign the application where indicated on the reverse side. **Please return this form to Melissa Healy at the Honors and Scholars Program Office, 95 Bishop Hall within the first three weeks of the semester (i.e., September 10<sup>th</sup> for Fall 2007 and February 4<sup>th</sup> for Spring 2008).** Forms submitted prior to the semester of the Undergraduate Associate experience will be held until the previous semester's grades are posted. Once your application is approved, we will send you, your faculty mentor, and the chair of your faculty member's department a letter formalizing your appointment as an Undergraduate Associate. We hope this will be an important learning experience for you.

<b>Your Name</b> ▶▶▶▶▶▶			
<b>Banner ID (+0 ...)</b>			
<b>Campus Phone</b>			
<b>E-mail Address</b>			
<b>Current Address</b>			
<b>Major(s)</b>			
<b>Semester(s)/Year of the UA</b>			
<b>UA Course</b>			
<b>GPA in Major or Dept of the course (To participate, you must have earned at least an A in the course you will be teaching or in a more advanced course or learning experience covering the same material):</b>  <b>GPA:</b> _____	<b>Did you take the same course in which you will be serving as the UA? (circle one):</b>  Yes                  No		<b>If <u>yes</u>, list the semester and year taken:</b>  Semester: _____ Year: _____
	▶▶▶		
<b>If <u>no</u>, list the more advanced course or learning experience that addresses the same material below:</b>			

**Description of the way you will work with your faculty mentor:**

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**Faculty Mentor's additional comments on significance of project (optional):**

*Note to Faculty:* Faculty members wishing to use undergraduates as teachers outside the Undergraduate Associates Program may do so with the approval of the department chair. In order to be eligible for this departmentally-based opportunity, undergraduates must have a grade point average (GPA) of at least 3.0 in courses in the major and must have earned a grade of A in the course they will be teaching or in a more advanced course covering the same material. Students taking this option do not receive a transcript notation. For more information on this option as well as the UA Program option, see the *Miami University Policy and Information Manual*, section 10.5.

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**Signature of the sponsoring faculty member:** \_\_\_\_\_

**Printed name of faculty member:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Signature of Department chair** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR HONORS OFFICE USE ONLY:**

**Cum. GPA** \_\_\_\_\_ **Major GPA** \_\_\_\_\_ **Class:** \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior

**Previous Course Grade:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_