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| <p style="text-align: center;">PSYC 4697: Psychology Undergraduate Teaching Experience Syllabus 3 Credit Hours, Enrollment by Permit Only Prerequisite or Co-prerequisite: CETL 2000</p> |
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Course Prefix and Number: PSYC 4697

Term: 2026 Fall

Course Description:

This PSYC 4697 course is for new and returning teaching assistants in the School of Psychology. Students may use a maximum of 3 credit hours of PSYC 4697 toward their Psychology Electives. Additional credits of PSYC 4697 can be used towards Free Electives. Each semester should correspond to a different course assignment.

Eligibility & Enrollment Requirements:

Only students selected to be teaching assistants are eligible to enroll in this course. Eligibility for PSYC 4697 includes:

- Junior standing or higher
- A grade in the course to be T.A.'ed

Course Learning Objectives and Expectations:

This course will introduce undergraduate teaching assistants to teaching of psychology to undergraduates. Students enrolled in this course will:

- Practice classroom management skills (e.g., effective oral communication, fostering an engaging learning environment).
- Provide constructive feedback to students on assignments and exams. In terms of course grading, it is imperative that you grade student assignments and exams in a timely manner as determined by the course instructor.
- Be available for enrolled students. It is important that you maintain regular office hours and that you be accessible to your students through email, within reason. You will work with the course instructor to determine these parameters.
- Recognize and apply educational policies (institutional, state, or national) that impact classroom instruction/facilitation (e.g., FERPA, Title IX).
- Make appropriate referrals to students for institutional student support services.
- Accept and incorporate feedback from the course instructor and graduate student TAs.

Required Course Materials:

The basic expectation of a TA is that they have access to a computer for accessing the course website, grading assignments, responding to emails, and otherwise fulfilling course responsibilities. Access to any additional required materials will be coordinated with the course instructor.

Grading Policy:

This course is graded on a letter grade basis. The final grade in this course is based on the following: (1) attendance and instruction in T.A.'ed class lecture/laboratory meetings, (2) on-time grading of all TA course assignments, (3) attendance and participation in meetings with instructor and other TAs, and (4) maintaining accessibility to students via office hours and appointments.

Attendance Policy:

- PSYC 4697 Course Meetings
 - Each student is expected to meet regularly with the PSYC 4697 instructor to discuss performance in the course and to discuss concerns either the student, PSYC 4697 instructor, or other TAs may have and any performance concerns that develop will be raised in these meetings.
- Attendance
 - Attendance in the course lectures/labs is critical to your understanding of the course material, as taught by the instructor, expectations of the instructor for the students in the course, and your ability to provide support to students taking the course.
 - Anticipated absences from your class for official university activities should be communicated with the instructor at least one week in advance.
 - Unanticipated absences should be discussed with the course instructor as soon as is possible.

Academic Integrity and Professional Conduct:

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. Review the [Student Code of Conduct](#) and the [Academic Honor Code](#).

As an undergraduate TA, it is important to be mindful of the fact that you are in a position of seniority relative to your undergraduate peers taking the course. It is imperative that you maintain a professional demeanor with your students. Some students may be known to you but it is very important that you treat all students fairly and equally and show no favoritism.

All undergraduate TAs are expected to adhere to, and uphold, the Georgia Tech [Academic Honor Code](#). Any suspicion of cheating or violation of the honor code by students in the class should be reported to the instructor immediately. Likewise, any Teaching Assistant who breaches the honor code will be reported and fact appropriate sanctions, which may include (but are not limited to) a zero in the course, disqualification from future TA opportunities, academic suspension, and expulsion.

Allegations of scientific or scholarly misconduct are handled in accordance with the procedures outlined by the [Policy for Responding to Allegations of Scientific or Other Scholarly Misconduct](#).

Core IMPACTS: Not applicable

Accommodations for Students with Disabilities

- If you are a student with learning needs that require special accommodation, [contact the Office of Disability Services](#) as soon as possible to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.
- If needed, we will make classroom accommodations for students with disabilities. These accommodations should be arranged in advance and in accordance with the Office of Disability Services <https://disabilityservices.gatech.edu>.

Student-Faculty Expectations

At Georgia Tech, we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. [The Student-Faculty Expectations](#) articulates some basic expectations that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech.