



# UC San Diego Policy & Procedure Manual

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## INSTRUCTION, PROCEDURES RELATED TO

### Section: 120-8 EXHIBIT A

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## EXHIBIT A

### APPLICATION FOR UNDERGRADUATE INSTRUCTIONAL ASSISTANT

_____ Name of Student	_____ Grade Point Average	_____ Department
_____ Standing (Junior or Senior)	_____ Course Name & Number in Which Assisting	_____ Quarter/Year
_____ Name of Instructor in Charge of Course	Is student to receive 195 (or other) course credit for instructional assistance? _____	
_____ Duties as Assistant		
_____ Nature of Supervision		
_____ Signature of Student/Date	_____ Signature of Instructor/Date	
Distribution: White - Distribution copy Pink - Committee on Educational Policy & Courses, Q-002		_____ Signature of Department Chair/Date

San Diego Division Regulation 525 - Undergraduate Instructional Apprentice:

- A. Definition - An Undergraduate Instructional Apprentice is an undergraduate student who serves as an assistant in an undergraduate course under the supervision of a faculty member. The purpose of the apprenticeship is to learn the methodology of teaching through actual practice in a regularly scheduled course.
- B. Guidelines
  1. An Undergraduate Instructional Apprentice shall be an upper division student. He/she shall be involved with only one lower division course.
  2. Students are not permitted to assist in courses in which they are enrolled.
  3. An Undergraduate Instructional Apprentice must have a minimum grade point average of 3.0. Departments may establish higher grade point average requirements.

**University of California, San Diego Policy – PPM 120 – 8 Exhibit A**  
**PPM 120 – 8 Undergraduate Instructional Assistance In Courses**

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4. The faculty instructor is responsible for the course content and for maintaining the overall quality of instruction, including supervision of Undergraduate Instructional Apprentices. He/she has responsibility for all grades given in the class.
5. The instructor is expected to meet regularly with the Undergraduate Instructional Apprentice to evaluate the student's performance and to provide the direction needed for a worthwhile educational experience.
6. An Undergraduate Instructional Apprentice may receive credit on a Pass/Not Pass basis only.
7. A student may not be an Undergraduate Instructional Apprentice more than once for the same course for credit.
8. A student may not be an Undergraduate Instructional Apprentice in more than one course in a quarter.
9. The total credit accumulated as an Undergraduate Instructional Apprentice shall not exceed eight units.