



# UC San Diego

## Policy & Procedure Manual

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### INSTRUCTION, PROCEDURES RELATED TO

#### Section: 120-8

Effective: 06/11/1984

Supersedes: 10/02/1978

Review Date: TBD

Issuance Date: 06/11/1984

Issuing Office: [Academic Senate](#)

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### UNDERGRADUATE INSTRUCTIONAL ASSISTANCE IN COURSES

#### I. REFERENCES

1. [Academic Senate Regulation 750\(D\)](#)
2. [San Diego Division Regulation 525](#)

#### II. POLICY

[Academic Senate Regulation 750\(D\)](#) states that "only persons approved by the appropriate administrative officer, with the concurrence of the committee on courses concerned, may assist in instruction in courses authorized by the Academic Senate."

[San Diego Division Regulation 525](#), Undergraduate Instructional Apprenticeship, reads:

##### Definition

An Undergraduate Instructional Apprenticeship 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.

##### A. Guidelines

1. An Undergraduate Instructional Apprenticeship shall be an upper division student. He/she shall be involved only with lower division courses.
2. Students are not permitted to assist in courses in which they are enrolled.
3. An Undergraduate Instructional Apprenticeship must have a minimum grade point average of 3.0. Departments may establish higher grade point average requirements.
4. The faculty instructor is responsible for the course content and for maintaining the overall quality of instruction, including supervision of Undergraduate Instructional Apprenticeships. He/she has responsibility for all grades given in the class.
5. The instructor is expected to meet regularly with the Undergraduate Apprenticeship to evaluate the student's performance and to provide the direction needed for a worthwhile educational experience.
6. An Undergraduate Instructional Apprenticeship may receive credit on a Pass/Not Pass basis only.
7. A student may not be an Undergraduate Instructional Apprenticeship more than once for the same course for credit.

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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.

**B. Procedure**

All departments/programs using Undergraduate Instructional Apprentices shall submit to the CEP Subcommittee on Undergraduate Courses a description of the role of the Undergraduate Instructional Apprentice, as part of the petition for approval. Any deviation from the guidelines above must be explained and justified in a memo accompanying the petition. Any major change in the function or duty of the Apprentice in a course should also be approved by the CEP Subcommittee on Undergraduate Courses.

**III. PROCEDURE**

The Committee on Educational Policy and Courses (CEP) requires that an [Application for Undergraduate Instructional Assistant form, Exhibit A](#), be completed for each undergraduate student used to assist in each course, whether or not the student is receiving academic credit for the assistance. A copy of this form, approved by the department chair, must be submitted to CEP before the start of the course. Departments wishing to offer academic credit for undergraduate instructional assistance should do so through a special course numbered 195.

**IV. RESPONSIBILITY**

The department chair is responsible for the following:

- A. Assuring that the guidelines in [San Diego Division Regulation 525](#) have been followed.
- B. Requesting exceptions from CEP when necessary.
- C. Ensuring the [Application for Undergraduate Instructional Assistant](#) form has been completed for each undergraduate student used to assist in each course.



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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.
  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.

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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.