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 Apprentice, reads:

   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.

   A. Guidelines

   1. An Undergraduate Instructional Apprentice 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 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.
   5. The instructor is expected to meet regularly with the Undergraduate 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.

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:

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

APPLICATION FOR UNDERGRADUATE INSTRUCTIONAL ASSISTANT

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Grade Point Average</th>
<th>Department</th>
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<thead>
<tr>
<th>Standing (Junior or Senior)</th>
<th>Course Name &amp; Number in Which Assisting</th>
<th>Quarter/Year</th>
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<tr>
<th>Name of Instructor in Charge of Course</th>
<th>Is student to receive 195 (or other) course credit for instructional assistance?</th>
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Duties as Assistant

Nature of Supervision

Signature of Student/Date

Signature of Instructor/Date

Signature of Department Chair/Date

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