Guidelines For Students Interested in Becoming a Student Instructional Assistant

STUDENT INSTRUCTIONAL ASSISTANT COURSE (XXXX-299)

INSTRUCTIONS TO COMPLETE AND ROUTE FOR APPROVAL

1. Complete Sections 1-3 by conferring with your instructor, including student and faculty signatures.
2. Your instructor will email to the Division Dean for signature.
3. Division Dean signs and emails to the appropriate Scheduler.
4. The Scheduler builds the class and emails the form including section information to you, your instructor, and the Division Dean.
5. The student submits the form to Admissions and Records using the Online Services/Submit Documents Securely feature located at https://tinyurl.com/y2ocycys or by email: admissions@dvc.edu

STUDENT INSTRUCTIONAL ASSISTANT (XXXX-299) allows you to learn valuable instructional skills and earn academic credit through unpaid work as a **teacher's aide, lab assistant or research assistant**. You may not repeat this course, regardless of the number of units in which you previously enrolled.

STEPS TO ENROLLMENT:

Step 1: Contact the instructor with whom you wish to work **before the term begins**.

Step 2: If the instructor agrees to work with you, complete the Student Instructional Assistant Application with the instructor.

- The Student Instructional Assistant Application form is available on InSite. Select the "DVC Faculty Forms" tile. Under "Instruction Office Forms", select "299 Form". Download the form, save to your computer/device, and follow these directions.
- As part of the application, you need to develop, with the instructor, three **measurable** Student Learning Outcomes (SLOs)/objectives reflecting new and expanded learning that will take place during the semester/session. These SLOs/objectives must reflect and emphasize assistance to the instructor and/or students rather than self-growth.
- You select your number of units based on the number of hours of work each week; see samples below.
- If it is Late Start, your hours must be scheduled regularly on the same day/s, for the same number of hours per day.

Step 3: Sign the application and email to your instructor, who will sign and email to the dean.

Step 4: Once the dean has approved, the Instruction Office will create your class and provide you with the section number so you can enroll through the Admissions and Records Office. **See instructions above or on form**. Grade Option: Letter grade or Pass/No Pass.

END-OF-TERM EVALUATION: At the end of the semester your supervising instructor will evaluate your performance based on the measurable SLOs/objectives and assign a final grade.

SAMPLE WORK HOURS REQUIRED TO EARN UNITS (short term classes will vary)	
Fall & Spring 16 Week Semester (54 hours / unit)	**Summer 6 Week Session (54 hours / unit)**
3 Hours, 30 Minutes/Week = 1 unit	9 Hours/Week = 1 unit
6 Hours, 45 Minutes/Week = 2 units	18 Hours/Week = 2 units
10 Hours, 10 Minutes/Week = 3 units	27 Hours/Week = 3 units

HOW TO WRITE A MEASURABLE SLO/OBJECTIVE:

1. Start with an action verb, such as develop, organize, create, etc.
2. Identify a single key result for each of the SLOs/objectives, such as create a new flyer. Describe it enough that another person can imagine what it looks like or involves.
3. Give the estimated date of completion and state how your instructor will determine when the SLOs/objectives have been reached.
4. Be sure the SLO/objective is one you can control. Dialogue between you and your instructor will make it easier to identify things that need to be done.
5. To test for validity of SLOs/objectives, ask yourself the following questions:
    a. Can the SLO/objective be achieved within the time available?
    b. Is the SLO/objective feasible?
    c. Is the SLO/objective measurable?

Sample: Create a reading and writing lesson plan. To be done by using actual experience, input from instructor, and applying current classroom knowledge. Instructor will evaluate by review of the lesson plan. Completion date of March 18th.

WHAT CAN A STUDENT INSTRUCTIONAL ASSISTANT DO?

The following are examples of activities a student instructional assistant may perform. These are **not** SLOs/objectives; please see the section above on how to write an SLO/objective.

Teacher's Aide: Work with an instructor in a class by preparing and presenting subject matter; act as discussion group leader.

- Develop visual aids for lectures.
- Aid students with problems or questions regarding course materials.
- Print, store and distribute supplementary handout materials.
- Coordinate and schedule guest speakers.
- Assist the instructor in planning and carrying out field trips.

Lab Assistant: Work under supervision in the reading, math, science, writing or accounting labs on a one-to-one basis.

- Aid students with problems or questions regarding course materials.
- Demonstrate to students the proper techniques relating to course contents.
- Demonstrate laboratory procedures and make classroom presentations.
- Set up experiments to demonstrate basic ideas to class.

Research Assistant: Conduct research related to a particular class or discipline in conjunction with an instructor.

- Collect data and research projects pertaining to course material and present to students.
- Print, store and distribute supplementary handout materials.
- Improve research and library skills to better facilitate classroom presentations.
- Develop statistical and graphic information for audio-visual use.
- Research and obtain materials relating to class subjects under discussion.

Student instructional assistants are **NOT** to conduct a class in the absence of the instructor, perform work that is exclusively or primarily clerical, or do any form of tutoring, evaluating or grading of students.