



INDEPENDENT STUDY/RESEARCH /COURSE ASSISTANT REGISTRATION FORM

Independent Study

Independent Research

Course Assistant

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

How will this course help you achieve your educational goals?

Three horizontal lines for writing the answer to the question above.

The Course:

Title of Independent Study/Research/Assistant Course: (Limit: 29 characters and spaces)

A grid of 29 empty boxes for entering the course title.

Semester Course will be completed: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Number of credits (1-3) \_\_\_\_\_ Course Number: 294 491 494 496

(294 or 494 for Independent Studies; 491 denotes Course Assistant, 496 denotes Research.)

Department: \_\_\_\_\_

Required number of contact hours per week (specify): \_\_\_\_\_

Will this course be marked Pass/Fail\*? Y N

\*course assistant is pass/fail ONLY.

If marked Pass/Fail, it will not count toward major or minor requirements. A separate academic adjustment form may be required.

Specify the objectives and evaluation criteria for this course:

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**Required for Course Assistants:**

Student acknowledges they have read and understood the Course Assistant Agreement, which outlines FERPA restrictions and critical confidentiality information.

Student Signature: \_\_\_\_\_ Date\_\_\_\_\_

**REQUIRED SIGNATURES:**

\_\_\_\_\_ Date\_\_\_\_\_

Student

\_\_\_\_\_ Date\_\_\_\_\_

Advisor

\_\_\_\_\_ Date\_\_\_\_\_

Course Instructor

\_\_\_\_\_ Date\_\_\_\_\_

Instructor's Department Chair

## **College of Idaho Course Assistant Agreement**

As a Student Course Assistant at The College of Idaho, you have the opportunity to work closely with a faculty member in support of other students' learning. Ideally, this will provide you with an opportunity to deepen your understanding of the subject matter, help other students to succeed, and enrich your relationship with a faculty mentor. There are some important guidelines to ensure the success in this endeavor listed below.

Confidentiality: In the context of your work, you may have access to personal information about students, including grades and other indicators of academic performance. Such information should only be used in fulfilling your role as Course Assistant and may not be otherwise used or communicated. The importance of confidentiality cannot be overemphasized. Federal law protects such records under the Family Educational Rights and Privacy Act (FERPA). You must actively protect all confidential information, and are prohibited from discussing it or sharing it with anyone.

Role Conflict: Students who are enrolled in a course or lab may not also serve as Course Assistants in that course. By extension, they may not have access to the exams, papers, major projects, or grades for any course in which they are enrolled as students.

Scope of Authority: As the title implies, Course Assistants are intended to provide assistance to faculty members, but not to replace them. Accordingly, Course Assistants should not have access to the full record of any particular student's marks, and they should not calculate or have access to final grades for a course. The Instructor conducting the course will be responsible for calculating and recording all significant grades. Course assistants will not determine curves or scaled weights for individual assignments for a course, and they should not be responsible for grading more than 30% of the total points counted towards the final course grade.

Types of Grading Allowed and Disallowed: Course Assistants may only grade certain forms of student work. Objective examination elements (e.g. fill-in, multiple choice, true-false, matching) are appropriate, as are some questions that require judgment regarding the degree of correctness (e.g. problem sets), but only with consistent training, oversight and back-checking by the Instructor. Course Assistants may not grade assignments that require highly-developed judgment and advanced training. Such assignments include research papers, essay questions, performances (such as oral reports, musical or theatrical performances, and discussion participation), and creative work (such as visual or literary pieces).

Transparency: If Course Assistants will be used in a course to evaluate student work, the professor will inform the students enrolled in the course in a clear statement included in the course syllabus.

Training and Oversight: Supervising faculty members will meet initially with Course Assistants to outline responsibilities, train for all duties, and provide desk copies of materials if needed. Special attention must be paid to safety instructions regarding laboratory and stockroom protocols. Supervisors will also meet regularly thereafter, providing feedback on Course Assistants' work and ensuring that they are learning and developing from the experience.

Safety and Accountability: Instructors are accountable for all safety precautions, and no Course Assistant should be placed at undue risk or made responsible for other students' safety without direct oversight by a faculty supervisor.

Limits on Hours: Course Assistants will neither work more than 10 hours per week in their assigned duties nor hold multiple grading, laboratory and course assistant assignments that cumulatively require more than 10 hours per week of work.