



## **Teaching Assistance for Credit (1–2 credits)**

A student may earn either 1 or 2 hours of elective academic credit per semester by serving as a Teaching Assistant for a full-time or part-time College of Law faculty member in connection with a skills course, or another course approved by the Associate Dean for Academics. To enroll in this course, a student must complete the Teaching Assistance for Credit Application Form, which must be approved by both the supervising faculty member and the Associate Dean for Academics. This course will be graded on the S/U scale.

### **Duties**

A Teaching Assistant must have previously taken the course for which he or she will be assisting; however, the Teaching Assistant need not have taken the course with the supervising professor. Generally, the Teaching Assistant should have earned at least a 3.0 in the course.

A Teaching Assistant will be expected to devote between 80 and 110 hours per credit hour to the position. As part of the duties—which count toward the hours worked—a Teaching Assistant must (1) attend at least 80% of the class sessions of the course for which he or she is assisting, unless the Associate Dean for Academics has, at the supervising faculty member’s request, approved a reasonably equivalent alternative arrangement; (2) meet regularly with the supervising professor; (3) assist with in-class or out-of-class course-related exercises, assignments, and activities; (4) keep accurate time records and submit those on a regular basis to the supervising professor, who will retain them for one full academic year; and (5) before the last day of final examinations for the semester, complete and file with the Registrar a Final Certification form regarding the course.

In addition, a Teaching Assistant may be asked to communicate and work with students on exercises and assignments; prepare for and hold meetings with students; assist the professor with administrative aspects of the course; design or edit exercises or case studies; provide feedback on assignments to students; and complete other course-related duties. A Teaching Assistant may not assign grades for other students.

### **Eligibility**

A student may serve as a Teaching Assistant for credit in only one course per semester. In addition, a student may not:

- receive more than 5 total academic credits for Teaching Assistance for Credit and/or Research Assistance for Credit in meeting the graduation requirements;
- receive academic credit and pay for the same work;
- work as a paid Teaching Assistant for any course while enrolled in this course;

- work for the supervising faculty member in any other capacity (such as a Research Assistant for pay or credit or a Center Fellow) while enrolled in this course; or
- enroll in this course while on academic or disciplinary probation.

### **Disclaimer Regarding Graduation Requirements**

This course cannot be used to satisfy the upper-level writing requirement or the skills area requirement; in addition, it does not count toward the 65 “classroom credits” needed for graduation.

*Approved by the faculty January 12, 2011.*