**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. [Am 2/24/09]

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. [Am 5/24/83]

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. [Am 5/24/83]

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.

**C) Procedure**

All departments/programs using Undergraduate Instructional Apprentices shall submit to the Undergraduate Council 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 Undergraduate Council. [Am 5/24/83, Am 3/1/11]