

This past academic year, the Committee on Educational Policy (CEP) reviewed the way in which UGIA requests are processed and how UGIAs are utilized in courses. According to San Diego Senate Regulations, the purpose of the undergraduate instructional apprenticeship is to “learn the methodologies of teaching through actual practice in a regularly scheduled course.” However, we have found that the UGIA position is used in many different ways across campus, and some of these do not meet the standard set by the Regulations.

When evaluating UGIA applications, the CEP must pay special attention to the faculty’s academic plan for the student. A UGIA’s academic experience should include significant instructional experience and mentoring from the faculty member. The CEP receives many UGIA applications that include only tutor-like duties for the student, such as assisting in lab sections or holding office hours. We find these inappropriate for the UGIA position, which is meant to teach pedagogy at an upper-division level. Therefore, requests indicating limited pedagogical training will be denied by the CEP. Department and Programs in need of limited course assistance may hire students as readers and tutors, as appropriate.

Students may be hired to perform many of the same duties involved in an apprenticeship, but only those students enrolled in a 195 course are considered UGIAs. For this reason, CEP has determined that departments/programs need only submit UGIA applications for those students they wish to appoint as UGIAs and enroll in their apprenticeship (195) course. We remind you that there are several restrictions on the UGIA position and the 195 course (please see the attached revised form). Additionally, please note that the deadline to submit the 195 application to the Academic Senate is the first day of instruction. The CEP may accept applications the first week, when there is good cause for the late request, but applications submitted after this will likely be denied.

Approved June 8, 2008