

# UNDERGRADUATE INSTRUCTIONAL APPRENTICE APPLICATION

APPLICATIONS ARE DUE AT THE ACADEMIC SENATE OFFICE BEFORE THE START OF THE QUARTER

## STUDENT & COURSE INFORMATION

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
PID

\_\_\_\_\_  
Overall GPA

\_\_\_\_\_  
Total units

\_\_\_\_\_  
Course Subject and Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Instructor (Print)

\_\_\_\_\_  
Quarter/Year

\_\_\_\_\_  
Course(s) student has previously apprenticed for (list)

\_\_\_\_\_  
Student Signature/Date

## APPRENTICESHIP INFORMATION

DUTIES AS APPRENTICE

MENTORING AND EVALUATION PLAN

\_\_\_\_\_  
Instructor Signature/Date

\_\_\_\_\_  
Department Chair Signature/Date

San Diego Division Regulation 525 – Undergraduate Instructional Apprentice:

- (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.
  - (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.
  - (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 or she has responsibility for all grades given in the class.
  - (5) The instructor is expected to meet regularly with the Undergraduate 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/No 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 CEP Subcommittee on Undergraduate Courses 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 CEP Subcommittee on Undergraduate Courses.

- This request is approved.**
- This request is denied.**

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Chair, CEP Subcommittee on Undergraduate Courses