

525 UNDERGRADUATE INSTRUCTIONAL APPRENTICE [En 5/25/76]

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]