

July 30, 2008

DEPARTMENT CHAIRS
UNDERGRADUATE COORDINATORS

SUBJECT: Changes to the Procedures for Processing Undergraduate Instructional Apprentice (UGIA)
Requests

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/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.

Sincerely,

Kim Griest, Chair
Committee on Educational Policy

cc: S. Constable
D. Donoghue
D. Hamann
J. Posakony
M. Ramirez
L. Trofemuk
ChronFile

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 Apprentices:

- (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. He/she shall be involved only with lower division courses.
 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 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 the CEP Subcommittee on Undergraduate Courses. [Am 5/24/83]

This request is approved.

This request is denied.

Chair, Committee on Educational Policy