



## SOK STANDARD PRACTICE GUIDE POLICY: COURSE ASSISTANT FOR-CREDIT

### I. Overview and purpose of guideline

Course assistants can be a valuable asset to the classroom setting. Both for-credit and for-pay models are currently used by School of Kinesiology (SOK) faculty and have proven to be very effective and successful. Please note that GSIs are not eligible for a course assistant. This guideline describes the requirements and procedures when students receive credit from SOK as course assistants. **Note:** the for-pay model is outlined in the school's *Course Assistant For-Pay* document.

### II. School guidelines

- A. The for-credit option is to be utilized when the student will be acting in a mentoring or leadership role, creating course material and quizzes/test, potentially providing (minimal) instruction and spending up to 6 hours per week in this role based on the number of credit hours being granted.
- B. There is no minimum student enrollment requirement for the course assistant for-credit model.
- C. To qualify to take on a course assistant role, the student must meet the following requirements:
  1. Must be a SOK student (junior or senior standing)
  2. Maintain an overall GPA of 3.0 or above
  3. Have earned at least a "A-" in the course for which they are requesting to provide support
  4. Must be able and willing to attend the course during the term as required by the course instructor
  5. Agree to comply with the Course Assistant Responsibilities & Expectations as outlined in Appendix A, along with any individual course instructor requirements
- D. The course instructor has approval or denial authority with discretion to determine whether the course would benefit from an assistant, and whether a student has the knowledge, skills and ability to be successful in the role. The instructor will also be responsible for providing training, guidance, and instructions to the course assistant.
- E. Students may receive a course assistant role in either the for-credit or for-pay model per term, but not both. Any exceptional requests must be reviewed and approved by the Associate Dean for Faculty and Undergraduate Affairs (ADFUA).
- F. The [Independent Study Contract](#) must be completed and submitted as outlined in the below procedures.
- G. The SOK deadlines for submitting the Independent Study contract are outlined in that document; however, we will accept contracts as late as September 21 for fall term and January 20 for winter. Requests submitted after those deadlines will normally not be supported for-credit; however, in exceptional, documented circumstances, for-credit requests may be granted beyond the deadline.

### III. School procedures

- A. **Requesting course instructor responsibilities**
  1. Ensure that all school requirements as outlined in II.C. above are met.
  2. Review the Course Assistant Responsibilities & Expectations in Appendix A with the student. Assuming there is agreement to comply from the student, complete the

[Independent Study Contract](#) in conjunction with the student and submit the completed contract to [kinesregistration@umich.edu](mailto:kinesregistration@umich.edu). All contracts **must** have a hand or certified signature by the faculty sponsor and student before they can be processed. In the event that a contract is not signed by the faculty sponsor and the student, it will be returned to the faculty sponsor to secure both signatures.

3. Following the override being issued, must check the system to ensure the proper credit hours have been assigned.

#### **B. School Registrar responsibilities**

1. Receives and reviews completed for-credit Independent Study contracts and notifies the course instructor of any concerns or questions. If all documentation and signature requirements have been met, an override will be issued to the student.

#### **IV. Guideline oversight and review**

This guideline will be reviewed on a yearly basis. SOK reserves the right to amend this guideline at any time for any reason. The Executive Director of Finance, Planning and Operations and the Director of Human Resources have overall responsibility for this guideline.

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### **APPENDIX A: Course Assistant For-Credit Responsibilities & Expectations**

As a course assistant for-credit, you agree to complete the work as outlined by the course instructor and to comply with the below professional standards.

Professional Behavior Expectations:

- Maintain student confidentiality; read and understand the Family Education Rights and Privacy Act ([FERPA](#)). You may have access to records which contain student education records, the disclosure of which is prohibited by FERPA. By entering into this agreement, you acknowledge that you will treat any student information you have access to in connection with your role as a course assistant as confidential. You may not disclose or use this information to any unauthorized individuals and will return or destroy any copies you have of such education records upon the expiration of my role as a course assistant. You further acknowledge that failure to treat this information as confidential could constitute just cause for disciplinary action.
- Demonstrate regular attendance; contact the course instructor as soon as possible with any anticipated or unanticipated absences
- Proper attire should be worn at all times while acting in the Course Assistant leadership role
- Take class attendance, and notify the course instructor of any students with a 3rd unexcused absence
- No laptop / cell distractions
- Model good behavior
- Monitor others' distracted behaviors on laptops / cell phones
- Post announcements and resources to Canvas