



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

### I. Overview and purpose of guideline

Course assistants can be a valuable asset to the classroom setting. Both the for-pay and for-credit models are currently used by School of Kinesiology (SOK) faculty and lecturer course instructors (also referred to as “faculty sponsors” 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 payment from SOK as course assistants. **Note:** the for-credit model is outlined in the school’s *Course Assistant For-Credit* document.

### II. School guidelines

- A. The for-pay option is to be utilized when the student will be performing primarily objective grading and spending on average 2.5 to 3 hours per week in this role.
- B. To qualify for a course assistant for-pay, the supported course must have an enrollment of between 50-100 students. Two course assistants for-pay may be requested for courses with an enrollment of over 100 students. There is no minimum 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); or sophomore with justification
  2. Maintain an overall GPA of 3.0 or above
  3. Have earned at least an “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 if required by the course instructor
  5. Maintain student confidentiality; read and understand the Family Education Rights and Privacy Act ([FERPA](#))
- D. The course instructor has discretion for determining whether the student has the knowledge, skill 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 Undergraduate Education (ADUE).
- F. The deadline for submitting a completed the attached Course Assistant (for-pay) Agreement is September 21 for fall term and January 20 for winter (must also be prior any work being performed); agreements returned after those deadlines will not be supported for-pay. In exceptional, documented circumstances, for-pay agreement requests may be granted beyond the deadline.
- G. The course instructor will also be responsible for tracking and electronically approving time submitted by the course assistant, who will be set up as a UM student temporary employee. Course assistants will record time worked electronically in self-service and will be paid hourly.

Total worked hours per term for each course assistant should not exceed 42 hours (3 work hours per week x 14 weeks). The current hourly rate for this position is \$15.00/hour, which would equate to a maximum gross payment of \$630 per term. If an exception is anticipated to exceed this amount the course instructor must obtain specific written approval, in addition to the required for-pay agreement as outlined above, from the Associate Dean for Undergraduate Education (ADUE).

If the student has work study funding available and it will be used for the duration of this appointment, total

worked hours should not exceed 56 hours (4 work hours per week x 14 weeks). This would equate to a maximum gross payment of \$840.

### **III. School procedures**

#### **A. Requesting course instructor responsibilities**

1. Ensure that all school requirements as outlined in II.C. above are met.
2. The course instructor must obtain email pre-approval from the ADUE by providing a request including the course information and student enrollment count.
3. Once the ADUE pre-approval is granted, complete the attached Course Assistant Agreement in conjunction with the student and submit to [kinesregistration@umich.edu](mailto:kinesregistration@umich.edu), along with a copy of the ADUE's pre-approval email.

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

1. Receives and reviews completed agreements and in conjunction with the ADUE, provides final approval or denial to the course instructor.
2. Approved for-pay agreements are forwarded to the SOK HR Generalist for temporary employment processing with a cc to the SOK Director of Human Resources.

#### **C. HR Generalist responsibilities**

1. Receives approved for-pay agreements and processes related temporary appointment in a timely manner
2. Notifies the course instructor and course assistant of I-9 requirements
3. Notifies the course instructor and course assistant of time reporting and approval instructions, and a reminder of maximum hours to be recorded during the term.
4. Audits course assistant's worked hours midway through the term, and advises back to course instructor and ADUE if hours are trending higher than anticipated.
5. Terminate temporary appointment following the end of the term.

### **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.



**Course Assistant Agreement** *(to hire as a for-pay temporary employee)*

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Please submit completed forms to the [kinesregistration@umich.edu](mailto:kinesregistration@umich.edu), including a copy of the Associate Dean for Undergraduate Education (ADUE) pre-approval email

**DEADLINES: September 21<sup>st</sup> for fall term and January 20<sup>th</sup> for winter term (must also be prior any work being performed)**

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Student Name: \_\_\_\_\_ Student UMID: \_\_\_\_\_

Student E-mail: \_\_\_\_\_ Level (minimum junior standing or sophomore w/justification): \_\_\_\_\_

Course instructor (supervisor): \_\_\_\_\_ Term & Course Name: \_\_\_\_\_

When did the student previously complete this course? \_\_\_\_\_

Grade in course (minimum A-): \_\_\_\_\_ Cumulative GPA (minimum 3.0): \_\_\_\_\_

Describe in detail the duties and responsibilities of the course assistant:

Approximately how many hours per week will be spent on duties listed above? *\*Note, this position should not exceed 42 hours per term (approximately 3 hours per week)*

Work-study student: Y / N? If “yes”, and you plan on using work study funds for this experience, how much work study funding is available for the requested term?

By signing below, I hereby certify that all information provided in this agreement is true and accurate. I understand and agree to the policy and procedures for a course assistant set forth by the School of Kinesiology. Furthermore, I agree to the responsibilities stated in this agreement. **I understand that the current hourly wage for this assignment is \$15.00.**

(Student) I understand that by the virtue of my employment, I may have access to records which contain student education records, the disclosure of which is prohibited by the **Family Educational Rights and Privacy Act of 1974 (FERPA)**. By signing this agreement, I acknowledge that I will treat any student information I have access to in connection with my role as a course assistant as confidential. I understand I may not disclose or use this information to any unauthorized individuals and will return or destroy any copies I have of such education records upon the expiration of my role as a course assistant. I further acknowledge that failure to treat this information as confidential could constitute just cause for disciplinary action, including but not limited to the termination of my employment.

Student (course assistant) signature: \_\_\_\_\_

Course instructor signature: \_\_\_\_\_

School Registrar or ADUE approval signature: \_\_\_\_\_ Shortcode to charge: \_\_\_\_\_