

University of Connecticut  
Department of  
Allied Health Sciences

AH 4288: Instructional Assistant in  
Allied Health Sciences

# **Guidebook**

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**THE UNIVERSITY OF CONNECTICUT  
DEPARTMENT OF ALLIED HEALTH SCIENCES (AHS)  
INSTRUCTIONAL ASSISTANT GUIDEBOOK**

AHS faculty can solicit an instructional assistant for their course. Students do not initiate this process. Development of a learning agreement with the faculty instructor is required before registering for the course. This document outlines the specific details of the instructional assistant and is intended to give the student an understanding of the obligations and expectations of the experience.

**I. DEFINITION OF AN INSTRUCTIONAL ASSISTANT**

An instructional assistant is an undergraduate student who earns college credit for assisting a faculty instructor with their course. This is an optional academic-based “course” designed to engage a student in independent inquiry under the guidance and supervision of a faculty from the Allied Health Sciences department.

**II. OVERVIEW/OBJECTIVES OF AN INSTRUCTIONAL ASSISTANT POSITION**

Junior and Senior status students enrolled in the Department of Allied Health Sciences at the University of Connecticut may enroll as an instructional assistant for courses within the department only. The student must have previously completed the course with a B grade or better before being permitted to act as the instructional assistant for the course. An instructional assistant is a 2-way cooperative venture between a faculty member and a student and is not to be engaged in lightly. Students engaging as an instructional assistant are expected to be independent, self-motivated, autonomous and unconventional in their approach to their learning.

**\*Instructional assistants are prohibited from involvement in formulating, drafting, or grading exams or participating in any other way in the grading of students. The Instructional Assistant is not permitted to grade student work.**

Through completion of this course, the student will be able to:

- Connect, apply, and expand on academic learning to real-world environments
- Assist in independent learning in the area of study
- Develop independent thought, critical thinking, professionalism, and communication
- Develop presentation skills

Beyond those listed above, additional objectives as they relate directly to the course goals will be indicated on the Learning Agreement.

Instructional assistants may be required to complete the requirements listed below. Exact requirements will be documented on the Learning Agreement:

- 1) Attend classes and complete all reading assignments as indicated.
- 2) Facilitate meaningful learning experiences (e.g., conducting review sessions, classroom exercises or provide a presentation on a complementary topic).
- 3) Attend tutorial sessions with the instructor who will provide feedback on the assistant's work if relevant.
- 4) Other course management activities as directed by the instructor of the course.
- 5) Complete a final reflection to summarize their work and/or maintain a reflective journal throughout the semester.

### III. CREDITS AND GRADING:

Students may participate as an instructional assistant while they carry a full- or part-time student course load. The fee associated with earning credit as an instructional assistant is included in the student's regular semester tuition. Fees for instructional assistant credit taken during the summer will be under the summer tuition structure. Credits and grade will be awarded by the AHS faculty based on the grading criteria below, as outlined in the Learning Agreement and the learning product(s) submitted by the student.

The scale for hours to credits is below. Credits may vary if the learning agreement specifies participation outside the standard 14 week duration.

Time	Hours	Credits
45-60 hours	3-4 hr/wk X 14 wks	1 credit
61-120 hours	6-9 hr/wk X 14 wks	2 credits
120+ hours	>9 hr/wk X 14 wks	3 credits

Criteria used for the evaluation of student performance in the instructional assistant course will vary by Learning Agreement, however all learning agreements will use the grading scale below.

90.0-92.9 = A-	93.0-100 = A	
80.0-82.9 = B-	83.0-86.4 = B	86.5-89.9 = B+
70.0-72.9 = C-	73.0-76.4 = C**	76.5-79.9 = C+
60.0-62.9 = D-	63.0-66.4 = D	66.5-69.9 = D+
< 59.9 = F	Incomplete = I	

It is expected that students registering for an instructional assistant will NOT drop this course due to the level of responsibility and faculty needs.

### IV. GUIDELINES AND PROCEDURE: Student must follow the guidelines and requirements found herein.

1. Must have Junior or Senior standing in the AHS department prior to the start date of the instructional assistant course.
2. An instructional assistant may be repeated provided that the sum total does not exceed three credits. Students in the *Allied Health Sciences major* may not count instructional assistant credits toward the 36-credit major requirements and only 3 credits toward the 120 needed for graduation requirements.
3. AHS faculty solicit instructional assistants for their course. It is the faculty instructor's discretion to engage in an instructional assistant or not.
4. Develop the learning agreement. The faculty instructor takes the lead in the development of the learning agreement. Learning agreements should be submitted to the department head for approval by the following deadline: *10<sup>th</sup> day of class although ideally the semester before to allow time for the Instructional Assistant to prepare.*  
*Instructional Assistant enrollment will not be approved retrospectively.*

The function of the learning agreement is to establish an agreement between the student and the faculty instructor on the purposes and logistics of the instructional assistants' educational experience. The learning objectives should be specific, well thought out and articulated within the learning agreement (you are essentially building a course syllabus). In addition to the student requirements listed under section II (page 3), the learning agreement will provide as much detail as possible about the a) learning objectives, b) student's role and responsibilities as the instructional assistant, c) work products, d) submission dates, and e) criteria for grading/evaluation of the student. Students meet with the faculty instructor to outline the learning agreement for consideration and approval. The agreement must be finalized and signed by both parties before it can be approved by the student's advisor and Department Head. Department Head approval is required prior to the registration and start of the instructional assistant's work.

5. Provide signed copies of the following forms along with the learning agreement to the faculty instructor.
  - a. Rights and Responsibilities Form
  - b. Confidentiality Form
  - c. Independent Study Authorization Form (on Registrar website)
6. Enroll in *AH 4288 Allied Health Instructional Assistant*. University policy, procedures and deadlines apply.
7. Perform as the instructional assistant. Be sure to make progress on your learning product(s). Keep copies of all required paperwork.
8. To complete the instructional assistant course, submit learning project(s) in accordance with the timeline established in the learning agreement. At the conclusion as the instructional assistant submit all learning product(s) to the faculty instructor.
9. A final grade will be assigned to the student by the faculty instructor and will be based on the grading/evaluation criteria outlined in the learning agreement.

### **Student Procedure Checklist for Approval**

- Ensure junior/senior standing
- Confer with faculty member regarding allied health course requirements
- Complete Learning Agreement
- Obtain signature of all parties on the Learning Agreement; original must be submitted to the Main Office in accordance with deadline dates.
- Provide a signed copy of all forms with the Learning Agreement
- Enroll in the instructional assistant course; University policy, procedures and deadlines apply.

## **V. ROLES AND RESPONSIBILITIES**

### **A. Faculty Instructor Responsibilities**

The faculty instructor is a faculty member in the Department of Allied Health Sciences at the University of CT Storrs campus and has the responsibility of advising the student regarding University instructional assistant policies, coordinating the instructional assistants' experience, and completing the final evaluation and grading.

The Faculty Instructor:

1. Takes the lead in the development of the learning agreement.
2. Evaluates educational objectives and outcomes for the instructional assistant to be consistent with the learning objectives for the course, reviews and approves the learning agreement.
3. Oversees student progress as the instructional assistant consistent with the learning agreement timeline.
4. Evaluates completion of educational objectives and outcomes, and records student performance.
5. Assigns a grade and submits the student evaluation to the official office of record.

## **B. Student Responsibilities**

The instructional assistant is an academic self-guided, specific area of inquiry beneficial to allied health education. It is through this course of study that students learn to apply the skills learned in the classroom, engage in independent thought and inquiry to acquire new learning in the student's area of interest. The faculty instructor is not obligated to engage students as an instructional assistant. Doing so requires time, commitment and follow-through on their time to your education. Therefore, students are expected to engage in kind and to adhere to all requirements as they would in a traditional classroom setting. It is also expected that students who register for AH 4288 will NOT drop the course since the faculty is reliant on the student for course planning and completion.

### ❖ *Professionalism*

Students should strive to establish a **good working relationship** with all personnel and students that they come in contact with during their instructional assistant experience. Students may be asked to complete tasks they would rather not do and/or encounter personality conflicts. These may occur just as they do in all aspects of life. While engaging as an instructional assistant, however, it is expected that the student will put aside personal differences and work collegially with the instructor, other personnel and students. Depending upon the situation, consultation with the faculty instructor or others may be appropriate anytime a question about proper protocol or procedure arises. If unsure of what the correct course of action is, it is the student's responsibility to consult with the faculty instructor prior to proceeding. Conflicts not able to be resolved with the faculty instructor should be reported to the department head. The student (instructional assistant) takes full responsibility for their actions unless specifically directed by the faculty instructor.

### ❖ *Dependability, Initiative, Accountability and Communication*

Students are expected to take the initiative to have a thorough understanding of the objectives to engage in activities to optimize the learning experience. Students are expected to complete assignments of quality in accordance with the learning agreement by the assigned deadline dates. Students should keep the faculty instructor informed of their progress on a regular basis. Seek out feedback on performance and discuss issues of concern in a timely and professional manner with the faculty instructor. Talk honestly and professionally with the faculty instructor if difficulties are experienced. It is also expected that students registering as an instructional assistant will NOT drop this course due to the level of responsibility, accountability, and faculty needs.

### ❖ *Confidentiality*

Students engaged as an instructional assistant will be exposed to and work with confidential or proprietary information. Therefore, students have a moral, ethical and legal responsibility to maintain the confidential nature of this information. All information is the property of the university and/or department and the student will be required to sign documents regarding confidentiality and proprietary information. ***Any unauthorized release of confidential information by any student to unauthorized personnel will be grounds for immediate failure of the instructional assistant course. Additional disciplinary action may apply depending on the nature of the violation (i.e. failure of the course, University or other disciplinary action).***

### ❖ *Attendance*

Students are expected to be in attendance at regularly assigned class times. You will be expected to be ON TIME and ready for the activity. Students are expected to inform the faculty instructor in the event of an absence prior to the class. Because the instructional assistant is designed to simulate a work experience under professional guidance, the student must demonstrate professional behavior by notifying the appropriate person(s) as early in the day as possible. Excessive tardiness or absences may be factored into the course evaluation and may result in a "U" for the course if applicable to the completion of the instructional assistant experience.

❖ ***Length of the Instructional Assistant, Hours***

The total length of the instructional assistant and hours required are outlined in the learning agreement. A one credit instructional assistant course requires a minimum of 45-60 hrs/semester for 1 credit (~ 3-4 hour per week) for the duration of the semester.

❖ ***Dress***

On days the student is presenting in class, appropriate dress (e.g. professional attire) is expected.

❖ ***Harassment***

It is expected that all students be treated equitably within the instructional assistant course. The University of Connecticut does not condone harassment by or directed toward any person or group within its community – students, employees, and visitors. You must treat all you encounter during the instructional assistant experience, politely and professionally. Alert your faculty instructor if you are subjected to or observe such behavior.

❖ ***Fees and Expenses***

The student is responsible for payment to the University the **usual tuition and fees** as paid by all University students when participating as an instructional assistant. Students assume all responsibility with respect to fees associated with engaging in the instructional assistant experience.

## **VI. FORMS AND OTHER INFORMATION**

### **A. Learning Agreement Form**

All students enrolled in an instructional assistant course must complete and have approved a *Learning Agreement*. The learning agreement will provide as much detail as possible about the a) learning objectives, b) student's role and responsibilities of the instructional assistant (learning activities), c) work products, d) submission dates, and e) criteria for grading/evaluation of the student. Students consult with the faculty instructor to outline the learning agreement for consideration and approval. The agreement must be finalized and signed by both parties before it can be approved by the student's advisor and Department Head. *Department Head approval is required prior to the registration and start of the instructional assistant course.*

### **B. Rights and Responsibilities Form**

The *Rights and Responsibilities Form* acknowledges that the student received a copy of the Instructional Assistant Guidebook, understands his/her responsibility as it relates to information in the guidebook, had an opportunity to review and ask questions regarding the contents of the Guidebook and the requirements of the instructional assistantship, and that the student accepts participation in the instructional assistant and will abide by to the policies and requirements as outlined in the Guidebook and the Learning Agreement.

### **C. Confidentiality Form**

All students enrolled in an instructional assistant course in the Department of Allied Health Sciences are required to complete a *Confidentiality Form*, which indicates that the student will adhere to all forms of confidentiality consistent with university and department policy while engaging in the instructional assistant experience.

### **D. Independent Study Authorization Form**

All students enrolled in the instructional assistant course in the Department of Allied Health Sciences are required to complete the Independent Study Authorization form. This form is needed in order for the registrar's office to provide the course title on your transcript. **Students should NOT be registering without this form (i.e. using a permission # only). Doing so will not allow you to have your instructional assistant course title listed on your transcript. Further it violates the conditions of this agreement by bypassing the department head approval.**

## Learning Agreement: Documentation of Learning

Documentation of learning may be done in a variety of ways and should specifically be outlined in the Learning Agreement. The function of the learning agreement is to establish an agreement between the student and the faculty instructor (University of Connecticut faculty member) on the purposes and logistics of the student's independent study. Each should keep a copy and the original must be submitted to the main office for filing in the student folder.

The learning agreement will provide as much detail as possible about the:

1. student's role and responsibilities as the Instructional Assistant (learning activities)
2. learning objectives
3. criteria for grading/evaluation of the student
4. work products required

The following are typical methods used to evaluate student learning through an Independent Study/Instructional Assistant; however students should be creative in their inquiry methods:

- 1. Reflective journal.** Students, either on a daily or weekly basis, enter a summary of their work and overall experience for the recent period. It is recommended that students follow a regular format including date, activity, work performed, what they learned, and how this helped them develop personal and/or professional skills.
- 2. Progress reports.** At regular intervals, weekly, bi-weekly or midterm, students provide the faculty instructor with a progress report of their work output, experience and how they are moving toward the achievement of their objectives. Often this is done by e-mail.
- 3. Product samples.** If the student was engaged in an experience where a product of any kind was involved, a sample of that product is provided to the faculty instructor with a thorough explanation of the student's involvement in the creation/development, etc., of that product.
- 5. Final report.** A scholarly written report of the achievement of their learning objectives. The format of the report is determined in conference with the faculty instructor.
- 6. Presentation.** When public speaking and presentations are commonly part of the career field, often a public presentation is required as part of the grading criteria. The student and faculty instructor should discuss the format and venue of the presentation.
- 7. Publication.** Occasionally, a student is involved in a project that warrants professional publication. The faculty instructor may assist the student in the presentation of their work for submission to a professional journal or other periodical. The process of preparing for a professional publication is part of the learning experience and worthy of grading consideration.



University of Connecticut  
Department of Allied Health Sciences  
**Instructional Assistant in Allied Health Learning Agreement Form**

Directions:

- 1) Obtain an Independent Study Authorization Form ([www.registrar.uconn.edu/indstudy.doc](http://www.registrar.uconn.edu/indstudy.doc)).
- 2) Complete student section (Part I) of this form.
- 3) Meet with the faculty instructor and complete Part II of this form and obtain signature on the Independent Study Authorization Form.
- 4) Obtain faculty advisor signature (Part III) on this form and on the Independent Study Authorization Form.
- 5) Submit the Instructional Assistant Learning Agreement and the Independent Study Authorization Form to the Dept of Allied Health Science's Main Office for Department Head approval (Part IV).
- 6) Submit the signed Independent Study Authorization form to the Registrar's Office. *Authorization and Agreement forms must be completed by the add/drop deadline; refer to the Instructional Assistant in Allied Health: AH 4288 Guidebook for required dates for department approval.*
- 7) The original signed Learning Agreement remains in the student's file in the main office.

**Part I: To be completed by student:** The student assumes the responsibility to coordinate and ensure this form is complete prior to submitting it to the faculty Instructor and the Department head.

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Student phone:** \_\_\_\_\_ **Student email address:** \_\_\_\_\_

**Program:** \_\_\_\_\_ **Concentration (if applicable):** \_\_\_\_\_

**Credit standing:** \_\_\_\_\_ **Faculty Advisor:** \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

My signature verifies that I am capable of and committed to participation as the Instructional Assistant as described below. I also agree to abide by the policies and procedures as outlined to me as a University of Connecticut student. I understand that failure (including but not exclusive) to meet objectives, effective requirements, institution requirements and/or attendance policies may result in an unsatisfactory grade for this Instructional Assistant course.

**Part II: To be completed by Faculty Instructor: Complete after Part I has been completed and signed.**

**Faculty Instructor (print name):** \_\_\_\_\_

**Faculty Instructor phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Course Catalog number:** \_\_\_\_\_ **Section number:** \_\_\_\_\_ **Credit hours\*:** (variable 1-3 credits): \_\_\_\_\_

**Semester:** \_\_\_\_\_

**Grading:** graded

\*Students may not count Instructional Assistant credits toward their major (Group A and B) requirements.

**Title of the Instructional Assistant (as it will appear on the transcript):** \_\_\_\_\_

**Dates of participation (hourly, weekly):** \_\_\_\_\_

**Total hours for Instructional Assistant:** \_\_\_\_\_ (approximately 3-4 hours/ week is equivalent to 1 credit)

**Part II: To be completed by Faculty Instructor: continued**

Below is provided as an example of the level of detail expected on this agreement. Please complete this section *or attach a separate explanation of learning objectives*. Objectives must be specific, clearly defined and measurable:

Learning Objectives (What will the student learn?)	Activities (How will the objective be accomplished?)	Evaluation (How will the student know the objective is met?)

**Basis of Evaluation /grading criteria:**

Evaluation Method                      Submission Date                      Grade %                      Grading Scale

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

90.0-92.9 = A-	93.0-100 = A	
80.0-82.9 = B-	83.0-86.4 = B	86.5-89.9 = B+
70.0-72.9 = C-	73.0-76.4 = C	76.5-79.9 = C+
60.0-62.9 = D-	63.0-66.4 = D	66.5-69.9 = D+
< 59.9 = F	Incomplete = I	

100%

\_\_\_\_\_  
Faculty Instructor Signature                      Date

My signature verifies that I assume responsibility to oversee the academic components (academic integrity, grade submission, etc.) of this Instructional Assistant. I also deem this Instructional Assistant appropriate for this student to be included in the plan of study pending successful completion.

**Part III: Part I: To be completed by student’s faculty advisor: Complete after Parts I and II have been completed and signed.** The student assumes the responsibility to coordinate and ensure this form is complete prior to submitting it to the Department head.

\_\_\_\_\_  
Faculty Advisor Signature                      Date

I verify that the Instructional Assistant described above is consistent with program objectives and pending successful (Satisfactory) completion can be included in the student’s plan of study.

**Part IV: To be completed by Department Head. Submit after Parts I, II, and III have been completed and signed.**

\_\_\_\_\_  
Department Head Signature                      Date

My signature verifies that this independent study meets the guidelines of this department as it relates to academic integrity and student participation as an Instructional Assistant and that this Instructional Assistant is appropriate for this student to be included in the plan of study pending successful completion.

UNIVERSITY OF CONNECTICUT  
DEPARTMENT OF ALLIED HEALTH SCIENCES

AH 4288: Instructional Assistant in Allied Health Sciences

**Rights and Responsibilities Form**

Name of Student: \_\_\_\_\_  
(PRINT NAME)

Student ID #: \_\_\_\_\_ Program: \_\_\_\_\_

Course number: \_\_\_\_\_ Semester: \_\_\_\_\_

By signing this form, I am accepting the statements indicated below:

- 1) I acknowledge that participation as an Instructional Assistant is not mandatory for completion of the Allied Health Sciences major.
- 2) I acknowledge that the College of Agriculture, Health and Natural Resources, the Department of Allied Health Sciences, and participating faculty assume no responsibility as it relates to my personal being and that I assume full responsibility for participation as an Instructional Assistant.
- 3) I acknowledge that I have received a copy of the Instructional Assistant Guidebook.
- 4) I understand that it is my responsibility to read the policies and requirements as stated in this Guidebook.
- 5) I have had an opportunity to review and ask questions regarding the contents of the Guidebook and the requirements of the Instructional Assistant.
- 6) I accept participation as the Instructional Assistant and will abide by to the policies and requirements as outlined in the Guidebook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please return this form along with the Instructional Assistant Learning Agreement Form.**

UNIVERSITY OF CONNECTICUT  
DEPARTMENT OF ALLIED HEALTH SCIENCES

AH 4288: Instructional Assistant in Allied Health Sciences

**Personal Property Waiver Form**

Name of Student: \_\_\_\_\_  
(PRINT NAME)

Student ID #: \_\_\_\_\_

Independent Study Course number: (i.e. AH 4288) \_\_\_\_\_ Semester: \_\_\_\_\_

My signature below signifies that I understand that during my participation as an Instructional Assistant:

- 1) The Department of Allied Health Sciences is not responsible for loss, damage or theft to my personal property while traveling to or during an event associated with the Instructional Assistant course.
- 2) If I am at a designated facility or agency, they are not responsible for loss, damage or theft to my personal property.
- 3) If I bring any personal property as an Instructional Assistant, I understand that I assume all responsibility if it is lost, stolen, and/or damaged.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please return this form along with the Instructional Assistant Learning Agreement Form.**

UNIVERSITY OF CONNECTICUT  
DEPARTMENT OF ALLIED HEALTH SCIENCES

AH 4288: Instructional Assistant in Allied Health Sciences

**Confidentiality Form**

Name of Student: \_\_\_\_\_

Student netID \_\_\_\_\_ Semester of course: \_\_\_\_\_

By signing this form, I am accepting the statements indicated below:

1. I acknowledge that I may be exposed to or work with student, confidential or proprietary information and I have a moral, ethical and legal responsibility to maintain the confidential nature of this information.
2. I understand that I may be required to sign separate documents from the instructor regarding confidentiality and proprietary information.
3. I acknowledge that my access to the HuskyCT site for the course may be restricted in order to protect the confidentiality of students in the course.
4. I acknowledge that any unauthorized release of confidential information to unauthorized personnel will be grounds for my immediate dismissal from the Instructional Assistant course. Additional disciplinary action may apply depending on the nature of the violation (i.e. failure of the course, University or other disciplinary action).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date