Cornerstone Teaching Assistant Program

The Cornerstone Teaching Assistant Program is a program that allows faculty members to offer highly-qualified students opportunities to learn by sharing in the instructional responsibilities for Cornerstone courses.

The type of responsibilities and extent of involvement of the student will vary depending on the course and faculty sponsor. It may not be counted as a substitute for any of the undergraduate teacher education requirements.

Students may be approached by faculty members to serve as a Teaching Assistant or may initiate the process with approval from a sponsoring faculty member along with other required signatures. This experience should be reserved for those select few students who have demonstrated appropriate characteristics and academic excellence.

Students must be in good academic standing with a GPA of 3.25 or higher and have attained at least sophomore status to serve as Teaching Assistants. Additionally, students must have successfully completed the course for which they will be serving as a Teaching Assistant. Students may earn 1 semester hour of credit for this experience. The experience may be repeated; a new proposal must be submitted and approved for each experience. Evaluation will be awarded on a pass/no credit basis only.

COURSE DESCRIPTON

CORNERSTONE TEACHING ASSISTANT PROGRAM (1 semester hour credit)
A student enrolled in this course will engage in activities to fulfill 40 hours of academic endeavors per hour of credit earned in and out of the classroom. Appropriate activities may include, but are not limited to, some combination of the following: setting up and/or assisting with teaching laboratories, assisting the faculty sponsor in assessing or revising a course, developing in-class activities and oral presentations, leading or facilitating class discussions, and preparing and delivering lectures. The following policies apply to teaching experiences:

a. The attached form shall be prepared by the faculty sponsor and the candidate Teaching Assistant, outlining expectations for both the student and faculty sponsor. **A detailed syllabus must be attached.**

b. This statement shall be signed by the student, faculty sponsor, Cornerstone chair, and the VPAA. It will be held on file by the faculty sponsor. A copy will be given to the student to keep.

c. Students earning this credit shall be designated "Teaching Assistants."

d. Teaching Assistant experience shall be evaluated only as pass/no credit.

e. Should the participation in the Teaching Assistant program cause the student's credit hour load to exceed 16 credit hours for the semester enrolled, the additional tuition cost will be waived for those hours in excess of 16.

f. Teaching Assistants will not prepare exams or assignments and will not grade student work.

g. Faculty participation in the Teaching Assistant program is voluntary and will not be considered as part of the faculty load.

h. A student shall be limited to earning no more than 6 semester hours of academic credit for serving as an assistant to faculty members. Currently these opportunities include TCHA 4001, 4010, 4492, and INTM 4010.

i. Credit will only be given for teaching assistant experiences through the TCHA series of courses (TCHA 4010, Teaching Assistant; TCHA 4001, Cornerstone Teaching Assistant; TCHA 4492, On-Campus Tutoring Internship), and INTM 4010, Service Learning Teaching Assistantship.

j. A review for Honor Code or Social Code violation is at the discretion of the VPAA or his designee.

Cornerstone Teaching Assistant Agreement *(TCHA 4001)* **- 1 credit hour**
A detailed syllabus must be attached.

I, _____ (L#:_____), agree to serve as a

Cornerstone Teaching Assistant for _____ for the

_____ Semester, 20_____. My GPA is _____. My class standing is

_____.

I understand that I must be in good academic standing with a GPA of 3.25 or higher and have attained at least sophomore status to serve as a teaching Assistant.

As a condition for serving as a Cornerstone Teaching Assistant, I agree that I may be responsible for some combination of the following: setting up or teaching laboratories, assisting the professor in creating or revising a course, collaborating with the instructor in preparation of examinations and other assignments and in the grading of assignments, developing in-class activities, leading or facilitating class discussions, and preparing and delivering lectures.

Signed (Cornerstone Teaching Assistant Candidate):_____Date: _____

Signed (Cornerstone Instructor): _____Date: _____

Signed (Cornerstone Chair): _____Date: _____

Signed (VPAA): _____Date: _____

LaGrange College Confidentiality Agreement

I, _____, understand that by accepting the position of

_____ in the _____ which

may involve access to student records, personnel and/or personal information regarding students, faculty,

staff and the general public that I am responsible for maintaining the security and confidentiality of that

information as required by federal law and College policy. The **Family Education Rights and Privacy**

Act of 1974 (FERPA) regarding student information is outlined below:

The **Family Education Rights and Privacy Act of 1974 (FERPA)** also known as the *Buckley*

Amendment, and college policy restricts the release of student information. Student information accessed

through computer screens or printouts is available only to college faculty, staff and students when

required in the performance of their duties. Users must have a legitimate educational interest. Federal law

prohibits the release to any other individual without written consent of the student.

A department representative has explained this law as well as other related college policies and

procedures relevant to my employment in this department. My signature denotes that I have read the

above information regarding the **Family Education Rights and Privacy Act** given to me and that I agree

to consider all information that I become aware of as an employee of this department as strictly

confidential. I further understand that the unauthorized release of such information may result in

disciplinary action up to and including dismissal on the first offense.

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the

request with my supervisor prior to a decision to release the information.

_____   _____

Faculty Sponsor/Date   Student/Date