

PHR Policy Regarding Student Teaching Associates/Assistants

Benefits to Students

1. Deepen existing knowledge. An unpaid peer teaching assistant usually has previously taken the course in which they are assisting. Being a Teaching Associate/Assistant (TA) allows students to reinforce their existing skills by teaching others and to strengthen their knowledge in the particular subject.
2. Learn new knowledge and skills. A TA has opportunities to learn new knowledge and skills from the supervisory professor and through the experience of being a teaching assistant. For example, the TA will learn the latest content regarding the subject, will see new ways that the knowledge can be applied in research or community settings, and will learn course management skills.
3. Shadow a professor. The TA will have opportunities to shadow the educator as they prepare/manage/teach classes and receive mentorship from the professor. The student may gain greater insight into the profession.
4. Improve networking for success. Students have opportunities to build a working relationship with the professor and possibly other professionals. This relationship(s) could inform a stronger letter of recommendation and/or network for future employment and/or graduate school.

Definitions

1. **Paid Student Employees:** Part-time (maximum 20 hrs/week) positions are available to students who are hired by the university to work with faculty to deliver education and/or conduct research. Funding to pay for student assistants derives from department, college development funds, and/or grants or awards. The types of paid student employees are as follows:
 - a. Student Assistant (SA). Maximum 20 hours/week.
 - i. A Student Assistant can be an undergraduate or graduate student, is paid an hourly wage to help the instructor with administrative and technical activities such as: Grading (multiple choice, T/F), clerical work, technical, recording grades.
 - ii. Students Assistants are hired by the Department Chair to do administrative work in the Department office.
 - b. Instructional Student Assistant (ISA). Maximum 20 hours/week.
 - i. An Instructional Student Assistant can be an undergraduate or graduate student, is paid an hourly wage to help the instructor with research,

administrative, or technical activities such as tutoring, grading (including written work using a grading rubric and personal judgement), data analysis, data collection, and participant recruitment.

- ii. Undergraduate ISA's can be hired for research support and class based tutoring. Graduate ISA's can be hired for research support, class based tutoring, and grading.
- iii. ISAs are hired by faculty using professional development funds or internal /external grants.

c. Graduate Assistant (GA). Maximum 20 hours/week, typically 8 hours/week.

- i. A Graduate Assistant is a graduate student, is paid a monthly salary to help the instructor with administrative, technical, and teaching activities such as: supervising students, training students in the use of equipment or other resources, assisting faculty with research and preparation of course materials, participating in the evaluation of students' work, grading deliverables/exams, and/or tutoring students.

d. Teaching Associate (TA). Maximum 20 hours/week, typically 8 hours/week.

- i. A Teaching Associate is a graduate student, is paid a monthly salary, fee waiver, and reduced parking fees to help the instructor during and outside of class by conducting administrative, technical, and teaching activities such as: classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students, grading deliverables/exams, and/or determining course grades.

e. Reader

- i. A graduate student who is paid hourly and is not required to attend class. The student helps to read papers and grade. Funding to pay a student reader is based on class size and must be approved by the Department Chair.

f. Peer Tutor

- i. Formal roles through Peer Connections, trained and paid, supplemental instruction sessions (i.e., used in Biostatistics. Applications used and managed through Peer Connections.

2. **Students enrolled in PH/RECL 180 (i.e., Student Leaders).** Undergraduate students who request or are appointed to support faculty in a variety of activities related to the delivery of education for course credit. Students who are selected and approved to be a Student Leader will enroll in the academic course of either RECL 180 or PH 180 for 1-4

units (which is repeatable for credit). Please see the **PHR Individual Studies (PH 180/RECL 180) Policy** for more information.

Procedures to request a Student Leader (a student enlisted in PH/RECL180).

1. Please see the **PHR Individual Studies (PH 180/RECL 180) Policy**.

Procedures to Request a Teaching Associate

1. Courses that meet criteria to request a TA.

Per SJSU policy, courses that are eligible to have Teaching Associates (TA) must have an enrollment of 75 students or more in each section. For the undergraduate public health program, these are as follows:

| Course | Title | Number of Units | Section Size (total) | Number of TAs |
|---------|--|-----------------|----------------------|---------------|
| PH 103 | Health Policy | 3 | 75 (2) | 1 per section |
| PH 104 | Community Health Promotion | 3 | 75 (2) | 1 per section |
| PH 162 | Healthcare Organization and Administration | 3 | 75 (2) | 1 per section |
| PH 165 | The Health Professional | 3 | 100 - 150 (1) | 1 |
| PH 165A | Public Health Leadership I | 1 | 140 (1) | 1 |
| PH 165C | Public Health Leadership II | 1 | 140 (1) | 1 |
| PH 167 | Biostatistics | 3 | 125 + 5 labs | 2 |

2. Procedures faculty take to request a Teaching Associate.
 - a. Use the above criteria to confirm that the course meets criteria to have a TA.
 - b. Teaching Associates are current graduate students. Prior to hiring or re-hiring a TA, contact the potential TA's graduate academic program coordinator to verify that the student is in good standing. Students who are on probation are not eligible to serve as a Teaching Associate.
 - c. A few weeks prior to the start of the semester that you intend to hire a TA (preferably in the previous semester), contact the department analyst to get the most recent TA request form.

- d. Complete the form and send it to the relevant undergraduate program coordinator and copy the department chair and the department analyst. The UG program coordinator will review and recommend the request to the department chair or ask the faculty for additional information/revisions.
 - e. The Department Chair will make the final approval/disapproval.
 - f. The Department Chair will email the signed form to the relevant program coordinator and faculty and return the form to the relevant UG program coordinator and the supervising faculty.
2. Job Tasks of a Teaching Assistant. TAs are expected to consistently perform the following types of tasks/activities to support teaching and learning. These duties include, but are not limited to:
- a. Attend class regularly.
 - b. Communicate with the instructor regularly about expectations or issues with students as they arise.
 - c. Under the guidance of the course instructor, provide support in the classroom and/or guide students in a community setting.
 - d. Support students in their writing by helping peers better understand assignments and their approach to the assignment.
 - e. Support faculty by organizing class information, communicating deadlines and processes to students, and helping lead small group discussions/activities.
 - f. Provide feedback on participation, in-class, or process-based activities.
 - g. Teaching associates may lead lectures, discussions, and labs.
 - h. Grading assignments.

Prohibited Activities.

- a. While performing job-related duties, students are prohibited from engaging in unethical activities. Examples include consuming alcohol or other drugs with students and/or faculty and sexual relations with students.
- b. Instructors and TAs are expected to exercise discretion and engage appropriately in all social situations.
- c. [Student Leaders (i.e., students enrolled in PH/RECL 180) are not allowed to grade papers or have access to the grade book or individual student grades.]

Training and expectations [to be developed].

- a. Before starting the position, TAs will be required to participate in the university or department based training.