

Peer Assistant Guidelines Academic Year 2010 - 2011

Time Commitment

Typical time commitments vary from 40 – 60 hours per quarter. The time expectations vary depending on the course and the instructor teaching the course. Generally, students will attend the class session (which will total up to 4 hours a week), in addition to meeting with the instructor and other PA's in the course from one to two hours weekly.

Responsibilities

In order to become strong Peer Assistants, students are highly recommended to become active members of the class by reviewing the assigned readings and attending every class session, if possible. Responsibilities may include but are not limited to:

- Lead group discussions such as:
 - Reading
 - Class
 - Activity
- Evaluate tardiness and absenteeism
- Evaluate presentations
- Hold study sessions with students before midterm and final
- Create and maintain class message boards
- Copy, prepare class materials
- English majors with strong academic backgrounds may evaluate grammar and **make recommendations*** on content strength/ accuracy

* Peer Academic Advisors are NOT allowed to grade

Reflection Paper

A double spaced, two page reflection paper answering at least two of the following questions must be submitted at the end of the Peer Assistant experience:

How can the class be improved in future quarters?

How did students affect you?

What did you learn?

How did this experience help you decide to pursue the teaching field?

Overall feelings, would you do it again?

The paper must be submitted to tmtift@uci.edu by the end of finals week.