

Revised Policy on Undergraduate Instructional Assistants (UIA)
Humboldt State University Communication Department
Amended and Approved November, 2002

Brief Program Description and Goals The primary goal of the department's use of Undergraduate Instructional Assistants (UIA) is enhancing the education of those students authorized to serve in this position. The secondary goals are to provide various kinds of assistance to instructors and to enhance the learning experience for students enrolled in the courses to which the UIA is attached.

Duties An UIA is never the instructor of record and cannot issue grades. The typical duties of an UIA may include helping to plan the course, observing classes, serving as small group leader, presenting an occasional lecture, offering input on evaluations, holding office hours, tutoring, etc. The UIA should earn one unit of academic credit for each 45 hours of work.

Minimal Qualifications An applicant for a position as an UIA (1) must be a Communication major, (2) must have completed one skills course beyond COMM 100, (3) must have completed at least 60 units of college study, and (4) must be enrolled in COMM 495 during the semester of service as an UIA.

Application Procedure The prospective UIA must find a Communication faculty member who is willing to serve as a supervisor and mentor. Early in the semester of service, the supervising instructor must submit a contract for the UIA position to the department office. The contract must contain the expectations for the position and must be signed by both the instructor and the UIA.

Evaluation of the UIA's Performance At the end of the semester of service, the faculty mentor will provide the UIA with a written evaluation of the UIA's performance. The instructor also will issue an official letter grade for the UIA in COMM 495.

Grievance Procedures The instructor and the UIA should discuss problems and concerns before entering the grievance process. The department chairperson and the supervising instructor may remove an UIA from service for good cause, such as gross negligence of duties (See HSU Faculty Handbook, Appendix U, "A Statement of Professional Responsibility" for guidance on appropriate and inappropriate conduct.). The department chairperson and the supervising instructor shall discuss the reasons for removal with the UIA. If the UIA wishes to appeal the decision, the UIA may meet with the department's Curriculum Committee (first level) and, then, the Executive Committee (second level).

Amending This Policy This policy may be amended by the department's Executive Committee, after study and a recommendation from the department's Curriculum Committee.

**Department of Communication
Undergraduate Instructional Assistant (UIA) Contract**

Please complete these standard items:

Instructor: _____
UIA: _____
Course: _____
Semester: _____
Units: _____

Standard Expectations for all UIA's:

1. The UIA shall devote 45 hours to the position for each unit of academic credit.
2. The instructor will provide a grade for the UIA and an evaluation letter.
3. The UIA's professional responsibilities are discussed in Appendix U of the HSU Faculty Handbook.

Specific, Negotiated Expectations (Please add other expectations that have been agreed upon by the supervising instructor and the UIA.):

**You can download a Microsoft Word copy of this form at
<http://www.humboldt.edu/~speech/>
Look for "UIA Contract (MicroSoft Word format)"**

UIA's signature and date

Instructor's signature and date

Distribution:

one copy for the instructor, one copy for the UIA, and one copy for the department administrator