

Undergraduate Learning Assistants in the Classroom: Different Models College of Arts and Sciences

Undergraduate Learning Assistant Components	Model 1: Volunteer ¹	Model 2: For Course Credit ²	Model 3: Paid	Model 4: Work Study
1. ULA Recruitment/ Selection	At the discretion of the instructor, but all students are invited to apply.	At the discretion of the instructor, but all students are invited to apply. Some classes have a specific formal application process.	At the discretion of instructor but all students encouraged to apply. Example: Comprehensive application form, with two-minute video, seated “qualifying” exam, and 2nd round video interviews.	Through Work Study and participating departments
2. Required Learning Contract with Responsibilities, Stated Learning Objectives	✓ Modify existing College learning contract	✓ Varies by department, sample letter from Biology attached	✓ Hiring letter specifies number of hours expected and high-level description of responsibilities since it varies between courses	✓ Per Work Study Agreements
3. ULA Training	1-2 hour orientation with lead faculty member, participation in ULA orientation at the Learning Center, or a department-approved course such as EDUC 387	Participation in the ULA orientation at the Learning Center and meet with instructors before semester starts to go over semester’s expectations	1-2 hour orientation with lead faculty member or participation in ULA orientation at the Learning Center	Varies
4. Minimum Required Hours	2 hours per week	4 hours per week (3 in class; 1 hour outside of class)	Stipend: 5-6 hours per week = \$1K; 10-12 hours/week = \$2K	Per Work Study agreements
5. Maximum Required Hours	6 hours per week	6 hours per week	6 hours/week (\$1K); 12 hours/week (\$2K)	Per Work Study agreements
6. In-Class Responsibilities	Can be selected from the following as optional: Attend class or lab/recitation	Attend class and help students with in-class activities	Rotation of class attendance for help with active learning components	Per Work Study agreements

¹ Volunteer ULA arrangements must be reviewed and approved only in accordance with the University’s Policy on Volunteers, Unpaid Intern/Unpaid Visiting Scholars available at: <http://unc.policystat.com/>. Please contact the University’s Office of Human Resources for further information.

² Students may not be able to enroll due to cap on their schedule or inability to pay for additional credit hours.

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7. Out of Class Responsibilities	Contribute to discussion forum, may hold help sessions/office hours, answer emails	Supplemental Instructors hold weekly one-hour review sessions; Peer mentors hold weekly 1 hour one-on-one study sessions	Hold regular 1-on-1 office hours, tutoring hours, host review sessions, respond to student emails and/or discussion forums, help with content generation (questions, lecture activity ideas, problem sets, review videos), stay current with lecture material and assignments	Per Work Study agreements
8. Grading Responsibilities	No	No	Varies by position. FERPA training required by all participants. Where grading is involved, it is through systems (like Gradescope) which promote anonymity of submissions and collect an audit trail of exactly who marked a given question.	No
9. Required Regular Meetings with Faculty and ULA team	Check in with instructors weekly in class and via email.	Meet formally three times a semester with faculty. Check in with instructors weekly in class and via email.	One hour per week to begin the semester moving to every other week once further into the semester	Per Work Study agreements
10. Culminating Activity (i.e., reflection)	Optional	Reflective essay required	Mid-semester and end-of-semester self and peer evaluations	Per Work Study agreements
11. Maximum Semesters that Student Can Be a ULA	No maximum	Maximum = three semesters of BIOL 291 credit; Departments may determine an appropriate maximum.	No formal cap, but semester load considered in hiring process and preference is given to students with appropriate loads	Per Work Study agreements