

EDCEP 311: Learning Assistant Training and Ongoing Support 2024-2025

1. What are the goals of K-State First and the Learning Assistant Program?

K-State First

[K-State First](#) is the university's first-year experience program. The goal of K-State First is to help students transition to college-level learning. The program is committed to creating a rewarding and engaging collegiate experience for every first-year student at Kansas State University. With a strong focus on academic excellence, community, diversity, and the empowerment of students, K-State First aims to set students on the path to academic success, degree attainment, as well as satisfaction and achievement in their careers and personal lives.

K-State First has four core programs:

- [CAT Communities](#): Small groups of students with similar interests take courses together.
- [First-Year Seminars](#): Small classes with a lot of interactions and hands-on learning.
- [K-State First Book](#): University-wide common reading program.
- [New Student Convocation](#): Formal welcome to campus for first-year students.

Learning Assistants

Learning Assistants (LAs) are undergraduate peer mentors are embedded in a CAT Community, a Residential CAT Community, or First-Year Seminar. This role is an *experiential learning opportunity*, which means training occurs through a 0-credit academic course that teaches students how to succeed in the role and transfer these skills to future jobs and experiences. LAs gain transferrable skills. The LA role is pivotal in providing first-year students with a smooth transition to college-level learning and operates on a spectrum from active class participant to occasional facilitator of class content. The Learning Assistant role looks different for each student, but we will provide you with the tools you need to determine how the role will look for you. **Note: Because LAs are peer mentors, they do not serve as the primary course facilitator or grade any student work.**

Throughout your experience as a Learning Assistant, you will be evaluated on the following abilities:

- Building community with your students and making sure they know they belong at K-State
- Communicating effectively with your supervisors and students
- Mentoring and supporting students in and out of the classroom
- Helping in developing content for class or co-curricular events and/or sharing personal experience with students during class
- Understanding resources available to students and connecting students to resources as appropriate

Residential Learning Assistants will also be evaluated on the following tasks and abilities based on the expectations of Housing and Dining:

- Coordinating programming in line with the expectations of the Wildcat Experience model.
- Providing support for the department by attending events and encouraging resident participation.
- Submitting program plans and evaluations per the expectations of the Wildcat Experience model.
- Creating program advertisements that are clear, accurate, creative, professional, and posted per the Wildcat Experience model.
- Completing and returning purchaser card receipts within 24 hours of the purchase.
- Completing quality intentional interactions promptly for each resident per Wildcat Experience model.
- Being visible, available, and/or involved in all communities CAT Community residents live in (Residence halls, lobbies, dining centers, etc.).
- Continuing to try to reach out, build relationships, and support CAT Community residents when class is no longer in session (Spring semester only).
- Holding meaningful academic conversations with residents.
- Promoting academic achievement and being an academic resource for residents through programming or campus resources.
- Engaging with residents with differing values, lifestyles, etc.
- Demonstrating support and learning in equity and inclusion training sessions.
- Completing bulletin boards by deadlines that are tidy, professional, and meet established quality standards – per your Community Coordinator's expectations.
- Consulting up and maintaining confidentiality when appropriate.
- Being able to identify potential crisis situations.
- Exercising good time management within the position, being mindful to prioritize the role in balance with outside commitments.
- Communicating at least two weeks in advance with supervisors about time away.

2. What is an “experiential learning opportunity”?

The Learning Assistant role is defined as an experiential learning opportunity, rather than being a K-State employee. This specification means your responsibilities, expectations, and scholarship will be tracked through an academic course: EDCEP 311: Peer Mentor Training. EDCEP 311 is a 0-credit course that Learning Assistants are enrolled in each semester. Because the course is offered for 0 credits, Learning Assistants will not pay tuition for this experience. The course assignments are graded on a pass/fail basis and are tied to completing tasks for the Learning Assistant role.

You will receive a one-time scholarship for your role as a Learning Assistant position. This scholarship will be dispersed on KSIS during the first week of October. Because the scholarship is deposited to KSIS, if you have an outstanding balance, it will apply to that balance. If you have no outstanding balance, the scholarship will be issued to you via a check or direct deposit depending on your KSIS settings. In February, K-State First will share the scholarship amount with Financial Aid so that your cost of attendance is adjusted appropriately. CAT Community Learning Assistants receive a \$700 scholarship, and first-year seminar Learning Assistants receive a \$850 scholarship.

Returning Learning Assistants will receive an additional \$150 scholarship to recognize their experience and mentorship of new Learning Assistants.

In addition to your scholarship, additional benefits you will receive include:

- Leadership training and development
- Personal and intercultural development
- Enhanced communication skills
- Experience with project management and co-curricular experiences
- Knowledge of campus resources and community connections
- A supervision team who will advocate for you, write letters of recommendation, and provide holistic support

3. What are the expectations for Learning Assistants?

I. General Expectations

1. You will keep a positive working relationship with your supervisors, showing respect for them as supervisors and as people. You will keep all supervisors informed of relevant issues, provide feedback as appropriate, and accept feedback professionally.
2. You will keep effective communication with your supervisors.
 - a. You will check your K-State email once per day during the school week for any Learning Assistant program communications.
 - b. You will respond promptly to any communication from any supervisor (via email or text), or within 24 hours. Your supervisors understand that extenuating circumstances may prevent you from replying promptly, but you will communicate your circumstances to the best of your ability.
 - c. You will communicate directly with your supervisors in any situation where you feel that you are not being heard. You understand that the whole K-State First team is available for support should you feel uncomfortable addressing the situation with your direct supervisor.
3. You will attend all required class sessions and 1-on-1 meetings as part of your Learning Assistant training and ongoing support.
4. You will foster community in and out of your K-State First classroom.
 - a. During your first class, you will ensure students understand your role as a Learning Assistant and establish a rapport that makes students feel comfortable approaching you with ideas and concerns.
 - b. During the first three weeks of the semester, you will facilitate an out of class event to build community amongst your students.
 - c. You will know all your students' names by the end of the third week of classes. You will understand who your students are, make them feel welcome and cared for, and, throughout the year, help students feel like equal and important members of the community.
 - d. You will be available to help your students with academic, personal, relational, social, cultural, and emotional concerns respectfully, share concerns with supervisors, and refer students to resources. This includes recognizing problems and potential problems and reporting these concerns to your supervisors as appropriate.
 - e. You will celebrate your students' holistic success, and actively intervene when you notice academic or personal challenges.
 - f. You will keep students informed of campus and K-State First activities.
5. You will serve as a role model for students and other staff by:
 - a. Upholding all laws, policies, and procedures of the State of Kansas, Kansas State University, and K-State First.
 - b. Taking a responsible and active role in the campus community.
 - c. Treating all members of the community and others with respect.
 - d. Being respectful of others' differences and backgrounds including using appropriate language and addressing inappropriate language in your community.
 - e. Confronting inappropriate behavior in a respectful, assertive, and responsible manner, and communicating this behavior to your supervisor(s).
 - f. Being responsible for academic commitments including class attendance.
 - g. Maintaining good behavioral and academic standing with the University.

II. GPA/Credits

1. You must maintain full-time student status at Kansas State University and be progressing toward graduation (enrolled in 12 undergraduate credit hours per semester).
2. You must maintain at least a **2.5 minimum cumulative and semester GPA** and keep good academic standing with the University. If you do not achieve a **2.5 cumulative or semester GPA**, your supervisory team will seek context from you on your academic performance and decide whether to grant me a semester of probation or release me from the role. If you are granted a semester of probation, you will create an academic success plan with your supervisory team to support your success. Failure to meet minimum GPA and/or credit requirements while on probation will result in being released from the position and/or your offer for reappointment will be rescinded.
3. If for some reason you need to drop below full-time status, you should let your supervisors know at once and request an exemption in writing from your K-State First supervisor.

III. FERPA (Family Educational Rights and Privacy Act), Title IX, and Mandated Reporting

1. FERPA is the policy that governs access to protected student information.
 - a. As a Learning Assistant, you will not grade student work in connection with your responsibilities in a K-State First course.
 - b. You will complete the FERPA training to gain a better understanding of the ethics and legalities behind accessing student grade information.
 - c. After you have been trained in FERPA, your instructor may share specific grade information or add me as a "TA" on the course Canvas page, per the instructor's discretion. If the instructor prefers, they can put you in the "observer" role on the Canvas page, as this role does not show student grades.
2. Title IX enforces compliance in an educational setting to report issues related to sexual harassment, assault, dating violence, domestic violence, and stalking.
 - a. All LAs: You are what is called a "responsible employee" or "mandated reporter" (these terms are interchangeable). This term does not mean that you are an employee, but that you have a responsibility to report issues related to sexual harassment, assault, dating violence, domestic violence, and stalking.
3. The Clery Act requires universities to publicly disclose crimes in the community and near. This policy is much broader than Title IX and may include crimes such as fire, motor safety, etc.
 - a. RLAs: You will be responsible for reporting issues related to Clery as you live in a campus space. You will receive training on this policy.

IV. Release from Role

You are engaging in an educational learning experience with K-State First and Kansas State University and that, for unsatisfactory performance or breach of agreement, you may be released at any time from your role by K-State First. If, after accepting this appointment, you choose not to assume your duties or find that you cannot, it is your responsibility to immediately notify your supervisors. By accepting this position, you acknowledge that:

1. Illegal and/or irresponsible behaviors that include the use of alcohol or drugs on or off campus may affect your LA status and lead to being released from the Learning Assistant role.
 - a. You will not buy, own, or consume any alcohol or drugs while performing in duties in relation to your LA position.
 - b. You will not buy or supply alcohol for people under 21 and will not consume alcohol or go to bars or parties with underage staff members or students.
 - c. If you are underage, you will not own/consume/distribute alcohol per state law.
 - d. You will not own/use illegal drugs at any time.
2. You will not be involved in any actions that may cause harm or potential harm to another individual or cause an individual to believe that harm may come to them.
3. You will not be involved with any vandalism/theft which involves, or is associated with, the campus community.
4. You will not misuse any K-State First funds.
5. You will not be involved in any illegal activity.
6. You will not speak to any media/communication outlet as a representative of K-State First unless approved by the Director of K-State First.
7. You will not accept personal gifts or donations. This includes, but is not limited to, accepting, or taking items from students.
8. You agree to follow all established protocols and expectations.
9. It is not permissible to date or be in a romantic relationship with a student in your K-State First course. Being a Learning Assistant means that you have power over your students and entering a romantic relationship with a student would be an abuse of power. You are aware that if I enter a relationship with a student, I will be released from your role and not receive your -State First stipend.
10. You will not use your LA position to influence students for political, religious, or commercial reasons.

4. What other expectations are there for Residential Learning Assistants?

I. General Expectations

1. K-State First will provide training on the Learning Assistant aspect of your role, including effective peer mentorship, fostering student success skills, and facilitating classroom conversations. Housing and Dining will provide specific training on programming, intentional interactions, and other responsibilities in the residence halls.
2. You will attend all required meetings as set forth by your Community Coordinator (i.e., weekly staff meetings, scheduled 1:1 meetings).
3. You will also be evaluated on the following tasks and skills:
 - a. You will coordinate programming in line with the expectations of the Wildcat Experience model.
 - b. You will provide support for the department by attending events and encouraging resident participation.
 - c. You will submit program plans and evaluations per the expectations of the Wildcat Experience model.
 - d. You will create program advertisements that are clear, accurate, creative, professional, and posted per the Wildcat Experience model.
 - e. You will complete and return purchaser card receipts within 24 hours of the purchase.
 - f. You will complete quality intentional interactions promptly for each resident per Wildcat Experience model.
 - g. You will be visible, available, and/or involved in all communities CAT Community residents live in (Residence halls, lobbies, dining centers, etc.).
 - h. You will continue to put in effort to reach out, build relationships, and support CAT Community residents when class is no longer in session (Spring semester only).
 - i. You will hold meaningful academic conversations with residents.
 - j. You will promote academic achievement and be an academic resource for residents through programming or campus resources.
 - k. You will engage with residents with differing values, lifestyles, etc.
 - l. You will demonstrate support and learning in equity and inclusion training sessions.
 - m. Your bulletin boards are completed by deadlines, tidy, professional, and meet established quality standards, per supervisor's expectations.
 - n. You will "consult up" and maintain confidentiality when appropriate.
 - o. You can identify potential crisis situations.
 - p. You exercise good time management within the position, being mindful to prioritize the role in balance with outside commitments.
 - q. You communicate at least two weeks in advance with supervisors about time away.
4. You will not speak to any media/communication outlet as a representative of the Housing and Dining Services unless approved by a Leadership Team member.
5. Some policies may be enacted differently across residence halls. When you have questions about what is expected of you, communicate directly with your Community Coordinator and your K-State First supervisor.

II. Housing and Dining Training

1. You will fully participate in all staff training and development activities including Housing and Dining fall training, January training, on-going training, staff development activities, and staff retreats. Fall student staff training will begin on August 1. You will not make any winter break travel plans until you confirm the January training times with your Community Coordinator. Winter training is scheduled to take place the week of January 13. You will live on campus during these training sessions and will not have to pay added costs.

III. Spring Expectations

1. Because the Residential Learning Assistant position is a year-round role, Residential Learning Assistants have other expectations during the spring semester while in the role:
 - a. You will continue meeting regularly with your K-State First supervisor, based on your needs for support.
 - b. You are encouraged to program collaboratively to combat the challenges with engagement during this semester. Additionally, you are encouraged to connect with your students one-on-one to determine programming needs.

- c. You will connect your students with any K-State First sponsored events as asked.

IV. Additional Educational Benefits

1. As a Residential Learning Assistant, you will be provided with free room and board, laundry, and a meal plan to the Dining Center in addition to the scholarship you receive from K-State First.

V. Assignment

1. The Department of Housing and Dining Services assigns you to a residence hall based on departmental needs, which means you cannot request a change in residence hall or room location. In rare cases, reassignment may be necessary depending upon which residence halls your students select to live in. You will be assigned a rent-free room which you agree to live in as a condition of your position. As the University attempts to provide housing for as many students as possible, you will only be allowed single occupancy of a double room after all other students have been accommodated.

VI. Cancellation of Residential CAT Community

1. In rare cases, Residential CAT Communities may be cancelled due to low enrollment or for reasons beyond our control. If your Residential CAT Community is cancelled, we would try to reassign you to another Learning Assistant or student worker position for the Fall semester. If you are reassigned, we will provide you with your agreed-upon scholarship, however, you will no longer receive free room and board or a free meal plan.

VII. Release from Role

1. You are engaging in an educational mentoring opportunity with K-State First, Housing and Dining Services, and Kansas State University and for unsatisfactory performance or breach of agreement, you may be released at any time from your role by K-State First and Housing and Dining Services. Housing and Dining Services does not have to provide you with housing if resignation or release and if there is space available, you will pay for that space as per residence hall contract. You will no longer receive free room and board and a meal plan. Housing and Dining may choose to release you from your contract with no penalty.
2. If, after accepting this appointment, you choose not to assume your duties or find that you cannot, it is your responsibility to immediately notify your supervisors. By resigning from your Residential Learning Assistant position, you are also giving up a space living on campus for the **2024-2025** academic year, unless there is an alternative space available.
3. If a staff member is released from one Housing and Dining position (Residential Learning Assistant or Community Assistant position), it will likely mean release from any other Housing and Dining position as well. Final determination will be case-by-case and come from a Leadership Team member along with the Learning Assistant Coordinator and Director of K-State First.
4. If your housing contract is terminated due to a contractual hearing, you will also be released from your position as a Residential Learning Assistant. Living in a residence hall is a requirement of the RLA position, and if your housing contract is terminated and you move out of the residence halls, you will no longer be able to fulfill this requirement.

5. Who supervises the experiential learning experience?

As a Learning Assistant, you will be supported throughout this experience by the following people:

- **K-State First supervisor:** a member of the K-State First team whose role is to train you on the classroom mentorship part of your role, clarify expectations, support your overall development as a Learning Assistant, bridge communication between your supervision team, and facilitate your evaluation.
- **Faculty supervisor:** an instructor of a K-State First course whose role is to collaborate with you in the classroom and support your weekly development in the classroom.
- Residential Learning Assistants are also supported by a **Community Coordinator** and **Assistant Community Coordinator** in your residence hall. Their role is to train you on the housing components of your role and support you as you complete programming and intentional interactions under the Wildcat Experience model.

6. How will I be graded throughout this educational learning opportunity?

This course is designed to equip you with the skills you need for success in the Learning Assistant role. Given the importance of each topic, this class uses a pass/fail system. This means that to earn an "A" in this course, you must complete all course assignments. By attending and engaging each class session, and submitting each homework assignment, you will pass this course and earn an "A." **If you do not complete each assignment, you will earn an "F" in this course and be released from the Learning Assistant role.** In this class, we will use Canvas to track all assignments. Once an assignment has been completed, we will mark it as complete.

Your assignments for this role will be tasks associated with the role itself. These tasks will be completed during class time and will be expected to be completed as indicated on our assignment schedule.

Attendance and Engagement

You will attend each training session, meeting, or ongoing training session and engage fully and thoughtfully with the session's topic. What does this look like? Full and thoughtful engagement means that you are completely present and contributing to our class conversations and make all attempts to minimize distractions – which means laptops and phones will be put away unless communicated to your K-State First supervisor in advance. Class engagement will include participating in large-group conversations and small group discussions.

This course is a requirement for participating in the Learning Assistant role and is designed to train you in the key aspects of peer mentorship and provide ongoing training for your experience. As such, we expect you to attend all training sessions. However, as we mentioned earlier, we understand that life happens. If you do need to miss class due to an extenuating circumstance, please:

1. Communicate to your K-State First supervisor via text or email that you will be missing class within 24 hours of the class session.
2. Your K-State First supervisor will work with you to create a specific plan to make up the content you missed.

If you do not communicate your absence, your absence will not be excused, you will fail the course, and you will be released from the Learning Assistant role.

Homework Assignments

Throughout the experience, you will complete short in-class assignments that are designed to give you a space to reflect on and apply your learning from the week. If you need an extension on a weekly assignment due to extenuating circumstances, please do the following:

1. Email your K-State First supervisor.
2. Provide a specific deadline you'd like to submit the reflection. When possible, your extended deadline should be within two weeks of the original deadline. If you miss this new deadline, the weekly reflection will not be accepted.

Your K-State First supervisor will comment on your weekly reflections, answer any questions you have, and check in with you. **You must submit all homework assignments to pass this course and remain in the Learning Assistant role.**

7. What other university policies should I be aware of?

Mental Health

Your mental health and good relationships are vital to your overall well-being. Symptoms of mental health issues may include excessive sadness or worry, thoughts of death or self-harm, inability to concentrate, lack of motivation, or substance abuse. Although problems can occur anytime for anyone, you should pay extra attention to your mental health if you are feeling academic or financial stress, discrimination, or have experienced a traumatic event, such as loss of a friend or family member, sexual assault or other physical or emotional abuse.

If you are struggling with these issues, do not wait to seek assistance. K-State First is here to support you, and help connect you to any of the resources below:

- Kansas State University Counseling Services ([k-state.edu/counseling/](https://www.k-state.edu/counseling/)) offers free and confidential services to assist you to meet these challenges.
- Lafene Health Center (<https://www.k-state.edu/lafene>) has specialized nurse practitioners to assist with mental health.
- The Office of Student Life ([k-state.edu/studentlife](https://www.k-state.edu/studentlife)) can direct you to additional resources.
- K-State Family Center offers individual, couple, and family counseling services on a sliding fee scale (<https://www.hhs.k-state.edu/familycenter/>).
- Center for Advocacy, Response, and Education (CARE) provides free and confidential assistance for those in our K-State community who have been victimized by violence (<https://www.k-state.edu/care/>).

Students with Disabilities

Students with disabilities who need classroom accommodations, access to technology, or information about emergency building/campus evacuation processes should contact the Student Access Center (accesscenter@ksu.edu) and/or their instructor. Services are available to students with a wide range of disabilities including, but not limited to, physical disabilities, medical conditions, learning disabilities, attention deficit disorder, depression, and anxiety.

Academic Honesty

Kansas State University has an Honor and integrity System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor and Integrity System. The policies and procedures of the Honor and Integrity System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. The Honor and Integrity System website can be found via the following URL: www.k-state.edu/honor. A component vital to the Honor and Integrity System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: "On your honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

Campus Safety Statement

Kansas State University is committed to providing a safe teaching and learning environment for students and faculty members. In order to enhance your safety in the unlikely case of a campus emergency, make sure that you know where and how to quickly exit your classroom and how to follow any emergency directives. To view additional campus emergency information, go to the University's main page, www.k-state.edu and click on the "Emergency information" link.

Statement on Academic Freedom

Kansas State University is a community of students, faculty, and staff who work together to discover new knowledge, create new ideas, and share the results of their scholarly inquiry with the wider public. Although new ideas or research results may be controversial or challenge established views, the health and growth of any society requires frank intellectual exchange. Academic freedom protects this type of free exchange and is thus essential to any university's mission. Moreover, academic freedom supports collaborative work in the pursuit of truth and the dissemination of knowledge in an environment of inquiry, respectful debate, and professionalism. Academic freedom is not limited to the classroom or to scientific and scholarly research, but extends to the life of the university as well as to larger social and political questions. It is the right and responsibility of the university community to engage with such issues.

8. *What is our assignment schedule for this educational experience?*

SPRING ASSIGNMENTS <i>Expected Weekly Commitment: 1-2 hours</i>	
<p>Attend class on Monday, March 18 – ALL Learning Assistants 4:30-5:20 pm Bluemont 225 Class Plan:</p> <ul style="list-style-type: none"> • Understanding expectations of the Learning Assistant role • Reflecting on today's learning 	
<p>Attend class on Monday, March 25 – ALL Learning Assistants 4:30-5:20 pm Bluemont 225 Class Plan:</p> <ul style="list-style-type: none"> • Considering student success from an equitable standpoint • Supporting student success skill development (time management, effective planning, study skills, etc.) • Reflecting on today's learning 	
<p>Attend class on Monday, April 1 – NEW Learning Assistants 4:30-5:20 pm Bluemont 225 Class Plan:</p> <ul style="list-style-type: none"> • Understanding the unique identities of your students • Facilitating 1-on-1 conversations • Reflecting on today's learning 	
<p>Attend class on Monday, April 8 – NEW Learning Assistants 4:30-5:20 pm Bluemont 225 Class Plan:</p> <ul style="list-style-type: none"> • Planning and facilitating activities, discussions, and events • Reflecting on today's learning 	
<p>Attend class on Monday, April 15 – NEW Learning Assistants 4:30-5:20 pm Bluemont 225 Class Plan:</p> <ul style="list-style-type: none"> • Owning your identity as a leader • Collaborating with a faculty member • Reflecting on today's learning 	
<p>Attend class on Monday, April 22 – ALL Learning Assistants 4:30-5:20 pm Bluemont 225</p> <p><i>By class time: complete your online FERPA training and uploaded a screenshot to Canvas for credit.</i></p> <p>Class Plan:</p> <ul style="list-style-type: none"> • Policy Training (FERPA, Title IX, Clery Act) (guest speaker 15 min) • Navigating difficult situations • Reflecting on today's learning 	
<p>Attend class on Monday, April 29 – ALL Learning Assistants 4:30-5:20 pm Bluemont 225 Class Plan:</p> <ul style="list-style-type: none"> • Understanding campus resources • Reflecting on today's learning <ul style="list-style-type: none"> ○ <i>This reflection will ask you to submit your signed copy of your Learning Assistant syllabus that includes the notes from your conversation with your instructor.</i> 	
SUMMER ASSIGNMENTS <i>Total Commitment: No more than 8-10 hours total</i>	
<p>Read [Common Read TBD] before your 1-on-1 with your supervisor.</p>	
<p>Meet with your K-State First supervisor for a 1-on-1 check-in during June or July</p> <p>Meeting Plan:</p> <ul style="list-style-type: none"> • Checking in • Planning for welcome email & plan for communication with students (GroupMe, Discord, etc) • Discussing how to use Outlook for email, calendar, and scheduling • Discussing the Common Read and how to use it with your students • Brainstorm ideas for your community builder program • Talk through fall expectations 	

Send a welcome email to your students by **August 2 at 5 pm** and cc your K-State First supervisor in this communication. Please start with the [welcome email template](#) and adapt the message to your voice and style.

FALL ASSIGNMENTS

Expected Weekly Commitment: 3-4 hours

Not included below: weekly K-State First class and regular meetings with faculty supervisor

Attend August Class on Monday, August 12

4:30-5:20 pm

Zoom: [Zoom link TBD]

Class Plan:

- Supervisor introductions
- Preparing for the first day of class (introducing your role, setting expectations, etc.)
- Understanding expectations for the K-State First Kick-Off and New Student Convocation

Attend the K-State First Kick-Off

Friday, August 16

4:00-5:00 pm

Union Ballroom

Attend New Student Convocation

Sunday, August 18

5:00-6:00 pm

Bramlage Coliseum

Attend September 1-on-1 meeting with K-State First supervisor

Agenda:

- Setting goals for the semester
- Discussing how your community builder program went and the connections you're forming with your students
- Start finding availability for October Mid-Semester Evaluation Meeting

Attend October Class on Monday, October 7

4:30-5:20 pm

Leadership Studies Town Hall

Class Plan:

- Understanding the purpose and process for mid-semester evaluations
- Completing mid-semester evaluation, sharing mid-semester evaluation with students and supervisors, completing a K-State First mid-semester supervisor evaluation, and scheduling your mid-semester evaluation meeting
- Cluster meetings

Schedule your Mid-Semester Evaluation meeting with all your supervisors by Friday, October 11 at 5 pm. Attend Mid-Semester Evaluation by the end of October.

Attend November 1-on-1 meeting

Agenda:

- Checking in on your semester goals and providing ongoing support
- Seek specific feedback based on October program evaluation

Attend December Class on Monday, December 2

4:30-5:20 pm

Leadership Studies Town Hall

Class Plan:

- Understanding the purpose of end of semester evaluations
- Completing semester evaluation, sharing semester evaluation with students and supervisors, and completing a K-State First semester supervisor evaluation
- Cluster meetings

Designing the Collaboration between Faculty Member and Learning Assistant

For Faculty Members: The Learning Assistant role is a spectrum from **active class participant** (actively contributing ideas and perspectives during a class session) to **co-facilitator** (facilitating some class sessions alongside the instructor or independently). No Learning Assistant should design the class syllabus, lead the majority of class sessions, or grade student work. Learning Assistants will not design or request funds for the three co-curricular events, but can provide feedback and support. Instead, Learning Assistants will create one out-of-class event to occur during the first three weeks of the semester to build community.

In collaboration with your faculty member, please respond to the following questions and document your answers into this section of the syllabus:

1. How often will you meet with your faculty member, and what will you do during these meetings?
2. What expectations does your faculty member have for you?
3. What expectations do you have for your faculty member?
4. How will you navigate conflict that arises this semester as a team?
5. Based on your discussion and your experiences in LA training, what will be your primary responsibilities in the classroom?

As a team, review your course time. If the Learning Assistant has a course conflict that cannot be adjusted, please email Dr. Brie Heidbreder <heidbr@ksu.edu> and Brent Weaver <bweaver2@ksu.edu> to share the conflict and propose a new course time.

Signatures & Acknowledgement of Syllabus

By signing below, the Learning Assistant and all supervisors acknowledge reading this document in its entirety and having a clear understanding of the expectations of the Learning Assistant role. Additionally, the faculty member acknowledges the plans for collaboration as described in the previous section. The Learning Assistant will abide by these expectations and understands that failure to do so is grounds for being released from the role. All supervisors will maintain expectations as described above. If anyone feels that the expectations above are unclear, they will speak with a K-State First team member for clarification.

Learning Assistant Name

Learning Assistant Signature

Date

Faculty Supervisor Name

Faculty Supervisor Signature

Date

Community Coordinator Name (if applicable)

Community Coordinator Signature (if applicable)

Date

K-State First Supervisor Name

K-State First Supervisor Signature

Date