**Application for TCNJ Learning Assistant (LA) in Psychology (PSY397)**

**Last revised November 2022**

**Timeline for Submission*:*** If you plan on registering for the course during the registration period, you may submit your proposal online beginning **two weeks prior to the first day of the registration period.** Proposals will be reviewed on a first-come, first-served basis and will be **accepted through 4pm on the last day of classes.**

**To be eligible to apply for a Psychology Independent Study/Research, you must meet the following requirements:**

* Successful completion (a grade of B or higher) of course for which you will intern
* Invitation by faculty member

**Instructions**

**The approval process has THREE parts.**

1. **Part 1 is getting obtaining overload approval (only for students who would like to overload during the term that they are completing the independent study/research)**
2. **Part 2 is getting approval from the Psychology Department.**
3. **Part 3 is making sure that you are correctly registered on PAWS.**

**In order to make sure that you are correctly registered, you must complete all parts of the approval process.**

**PART 1: Obtain Overload Approval**

1. If you are requesting permission to overload and your **primary major is Psychology (or another department in HSS),** please follow the following steps:
   1. If your primary major is Psychology, please complete the overload interest form found on this webpage: <https://hss.tcnj.edu/humanities-and-social-sciences-course-overload/>
   2. Your request will be sent to your major Department and you will receive an email describing next steps.
   3. Once you have received approval, you can proceed to Part 2 of the application process.
2. If you are requesting permission to overload and your **primary major is NOT Psychology** **or any other major in the School of Humanities and Social Sciences**, please follow the following steps:
   1. Please contact your School to request approval to overload.
   2. Once you have received approval, you can proceed to Part 2 of the application process.

**PART 2: Obtain Psychology Department Approval**

1. Complete this entire application form (the word document that appears after these instruction pages) and have your faculty sponsor review it (e.g., via email). If you will need to overload, make sure you complete the overload process as explained on the first page.
2. Log onto the [ELOPsy Online Application system](https://eawebprod.tcnj.edu/psyapp/login.php) using your TCNJ e-mail username and password, and submit all documents through this website.  (You can reach the links to the ELOPsy Applications by clicking on “Academics & Research” on the Psychology homepage.) Once your faculty sponsor has approved your application in the online system, it will be reviewed by the department’s Independent Study Committee. Incomplete proposals will not be reviewed.  If you have questions, please contact your faculty sponsor or the Chair of the Independent Study Committee.
3. After you have submitted your application, you will receive feedback on the status of your application.

* **Faculty Sponsor Approved**: Once your faculty sponsor has approved the application, you will receive an email notification.
* **Revisions Required:**Major or minor revisions are required.  You will receive an email through the system if revisions are required. The requested revisions will be documented in the system and will appear online to the student and faculty sponsor.
* **Approved:**  The Chair of the Independent Study Committee has granted final approval of your proposal.  You will receive an email notification of the approval.

**PART 3: Check Registration on PAWS**

1. The Psychology Department will process your application and request your course registration through Records & Registration. We suggest that you check PAWS to ensure that you have been registered. If you have not been registered within 2 weeks of receiving approval, contact Records & Registration.
2. The last day to be registered for Independent Study/Research is the last day of the drop/add period (usually the end of the first week of classes in the semester in which you will be enrolled in the course).
3. It is your responsibility to check PAWS to ensure that you have been registered. Unless you are registered for the course, you will NOT be allowed to complete the course.

**Part 2: Application**

Student’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s email address: \_\_\_\_\_\_\_\_\_\_\_\_

Semester for which you are applying (check one): \_\_\_\_Fall \_\_\_\_Spring \_\_\_\_Summer

Year: \_\_\_\_

Course number and section of class for which you will be serving as an LA: \_\_\_\_\_\_\_

Note: There is usually one LA per section of a course. If the arrangement will be different from this (such as one II for two sections), please explain and justify the alternative arrangement.

[If you are using an alternative arrangement, type your explanation here]

**Instructions:** We encourage you to modify the duties (delete, change, add) to reflect the needs of your course. You may NOT remove numbers 1, 2, 3, 4, 5 or 6. [According to TCNJ Policy](https://policies.tcnj.edu/?p=1032), these tasks are part of every LA position. Please include any other additional items that relate to your LA’s experience. This may mean renumbering the items listed below. Both the LA and the faculty sponsor must agree to these terms and upload the form and a copy of the course syllabus. The syllabus must state that you have LAs, their names and their responsibilities. Here is an example:

There is a learning assistant for our class, [name], who can be contacted at [email address].  [Name] will serve as a resource to both the students and the faculty member.  He/She will [list responsibilities here: e.g., hold his own office hours, and assist in class/lab.  Students who would prefer that the learning assistant not provide feedback on their assignments can make this request and it will be honored without any penalty. [Name] is not allowed to assign grades. The faculty member is solely responsible for all grades.

**Specific Tasks/Objectives (please remove the items that do not apply to your II(s):**

1. Increase your level of mastery of the course beyond that achieved as a conventional student.
2. Hold office hours.

Please specify the number of office hours per week: \_\_\_\_\_\_.

1. Meet weekly with faculty member.
2. At all times, respect the confidentiality of student information and adhere to professional ethics (http://www.apa.org/ethics/code2002.html).
3. Write a reflective paper on your experience. Detail what you perceive to be the strengths and weaknesses of both the class and the LA experience itself.

Please specify the length of the paper (at least 3 pages): \_\_\_\_\_.

Please specify the due date: \_\_\_\_\_. (You may write “final exam week” in lieu of an exact deadline)

1. Watch the education videos for Learning Assistants and submit corresponding assignments to your faculty sponsor. Please specify the due date:\_\_\_.

1. Be available for unscheduled hours during peak times in the semester (mid-terms, paper submissions, finals, etc.).
2. Provide feedback/comments on student’s work (in pencil). This feedback is meant to be instructive rather than evaluative. In all cases, the **faculty member** will always assign grades.
3. Conduct review sessions or prepare review sheets as needed.
4. Assist in preparation of handouts for class or lab
5. Collect data or assist class in collection of data. This may include preparation of data collection sheets, construction of SPSS/EXCEL files, utilizing Canvas, email, dropboxes, etc., and running analyses.
6. Teach/assist students in use of lab and lab equipment.
7. Facilitate/lead group in a class exercise (review session, lab, data collection, homework assignment).
8. Search for journal articles or other resources to enrich the class.
9. Assist with administrative and clerical aspects of course preparation (maintaining records, duplication, etc.).
10. In conjunction with faculty member, develop one enhancement for the class. This might include new test items, revisions/additions to homework assignments, a training manual for future LAs, Powerpoint presentation, a classroom presentation or activity, etc.

**Student Assessment:** The LA will be assessed on the following:

* Increased mastery of content area as evidence in the quality of feedback to students, enhancement to course, class materials, tutoring during office hours, class exercise, and training in lab equipment. (30%)
* Work ethic will be assessed thorough the timely completion of assigned tasks, handling of course and student sensitive materials, adherence to office hours, weekly meetings with faculty, and extra effort in completing duties. (30%)
* Communication/interpersonal skills will be assessed through feedback of students and departmental staff as well as observation of LA in office hours, class exercise and training. (20%)
* Technical skills will be assessed in the LAs ability to train students in use of lab equipment and in LAs own performance on data, information retrieval, and similar tasks. (20%)

**Duties NOT permitted of an LA:**

1. Create tests.
2. Be aware of exam content before it is given.
3. Substitute as a class lecturer (in the absence of the professor).
4. Proctor exams alone (only allowed if supervised by an on-site instructor).
5. Assign grades.

**By submitting this form online, the Learning Assistant and Faculty member**

**understand and agree to the expected duties and the duties that are NOT permitted.**