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**ASLN 3297: Experiential Learning**

**Syllabus**

**Experiential Learning Supervisor:** Sherry Powell

**Email:** sherry.powell@uconn.edu

**Office Hours:** Monday’s and Wednesday’s, 12:15-1:15, OAK 365 or by appointment.

**Course Description:** This course is for students who wish to extend their knowledge and experience in American Sign Language and Deaf studies as tutors and as Instructional Assistants in related courses. This course is offered for up to 3 credits based on the number of hours assigned per week.

**Prerequisite**: Students must consult with the Experiential Learning Supervisor and complete an Instructional Assistant application.

**Goal**: Provide student-centered, peer tutoring services in a welcoming, connected, supportive, safe, and collaborative environment. Students will also serve as Instructional Assistants, assisting faculty in all facets of classroom needs.

**Materials**:  Instructional Assistance Manual (made available by the Supervisor).

**Credit Hours**: Two to three credits are awarded based on the number of hours per week. Students should devote an average of 6 hours per week for 2 credits or 9 hours per week for 3 credits (including time in class, time in the American Resource Center, various meetings, and prep time).

**Examinations**:  There will be no examinations for the course.

**Course Assignments and Expectations**:

* Students are expected to follow the guidelines as detailed in the Instructional Assistant Manual. The Instructional Assistant Manual must be signed off by each student.
* Provide weekly tutoring sessions scheduled by the IA Coordinator or Supervisor and appropriately log hours as set by the IA Coordinator. Students should devote an average of 6 hours per week for 2 credits or 9 hours per week for 3 credits (including time in class, time in the ARC, meeting and prep time).
* Students must log their hours in Google Drive (to be created by the Coordinators or Supervisor) and will be checked periodically and submitted at the end of the semester.
* Students will attend a training session at the beginning of the semester and attend all IA meetings throughout the semester.
* At the close of the semester, students must complete the Performance Evaluation form and Program Evaluation Form found in the Instructional Assistant Manual and submit it to the Supervisor.
* Students are required to submit a typed 2-page report (1.5-line spacing) critical reflection paper detailing thoughts and analysis of what was learned or experienced throughout the semester.

**Assessment**: Students will be evaluated based on the completion of their self-assessment and performance evaluation (see below), including an evaluation from the instructor for which the student served as an Instructional Assistant. Students are also required to submit a reflection paper detailing their experience.

**Grading Scale:**

95-100 A

90-94 A-

87-89 B+

84-86 B

80-83 B-

77-79 C+

74-76 C

70-73 C-

67-69 D+

64-66 D

60-63 D-

0-59 F

**University and Course Policies**

***Students with Disabilities***: The University of Connecticut is committed to protecting the rights of individuals with disabilities. Qualified individuals who require reasonable accommodation are invited to make their needs and preferences known as soon as possible. Please contact the Office of Disability Services and me if you would like to request accommodations (<http://www.csd.uconn.edu/>).

***Student Code of Conduct:*** Please refer to the student code of conduct:<http://www.community.uconn.edu/student_code.html> for policies related to your rights and responsibilities in class. You are responsible for upholding this code.

***University Writing Center:*** All UConn students are encouraged to visit the University Writing Center for individualized tutorials. The Writing Center staff work with writers at any stage of the writing process, from exploring ideas to polishing final drafts. Tutorials run 45 minutes and are free. You can drop in or make an appointment. For more information, please visit [www.writingcenter.uconn.edu](http://www.writingcenter.uconn.edu).

***Academic Integrity:*** In this course we aim to conduct ourselves as a community of scholars recognizing that academic study is both an intellectual and ethical enterprise. You are obligated to document every occasion when you use another’s ideas, language, or syntax. For University policies on academic honesty, please see UConn’s *Responsibilities of Community Life: The Student Code* and the Office of Community Standards: [http://www.community.uconn.edu](http://www.community.uconn.edu/).

***Confidentiality Clause*:** As part of your experience, you will be engaging directly with students and staff. Therefore, to protect the confidentiality of those you work with, please do not use real names of any teacher, administrator, or student in any written or oral presentation of material. You may use a pseudonym or simply refer to the persons as “teacher”, “student”, etc.

***Inclement Weather:*** This course will follow the Central Administration’s decisions about closure of the campus due to weather.

**INSTRUCTIONAL ASSISTANT**

**SELF ASSESSMENT AND EVALUATION**

Instructional Assistant Name: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is to be completed separately by the IA and the Faculty Supervisor and/or course instructor at the end of the semester.  Please also include comments, ideas, and suggestions on the back of this form. How would you rate yourself for the following attributes:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Needs Significant Improvement | Needs Some Improvement | Satisfactory | Very Good | Exceptional |
| Punctual |  |  |  |  |  |
| Attentive in class |  |  |  |  |  |
| Organized |  |  |  |  |  |
| Professional |  |  |  |  |  |
| Knowledge of the course |  |  |  |  |  |
| Prepared |  |  |  |  |  |
| Patient and understanding |  |  |  |  |  |
| Ability to tutor at appropriate level |  |  |  |  |  |
| Available to work with students |  |  |  |  |  |
| Supportive and respectful |  |  |  |  |  |
| Overall effectiveness |  |  |  |  |  |
|  |  |  |  |  |  |

How were you most effective as an IA?

What areas do you feel you can improve upon?

What suggestions would you like to make, if any, to improve the service provided to students?

What grade would you give yourself, and why?

Please make any additional comments if desired?

|  |
| --- |
| Comments from IA Coordinator, course instructor and/or Faculty Supervisor: |



Department of Linguistics

American Sign Language, Deaf Studies and Interpreting Courses

Manual for Instructional Assistants

**INTRODUCTION**

Welcome and thank you for your interest in supporting students and staff as an Instructional Assistant (IA) through our course offerings in ASL, Deaf studies and interpreting.  The Instructional Assistant program is run by the Faculty Supervisor and the IA Coordinator(s). This manual is designed to provide an overview of the expectations and duties for IAs and to help you work with students in an effective and professional manner.

Faculty Supervisor:  A designated member of the ASL faculty who supervises the tutoring program and works closely with the Instructional Assistant Coordinator(s).  The supervisor solicits applications and conducts interviews for vacancies for both the IA’s and coordinators, provides training and support, assigns grades, and generally supervises all aspects of the program.

Instructional Assistant Coordinator: A student who oversees the scheduling of IA’s, works with the supervisor in providing training and orientation for IA’s, and serves as a communication liaison between IA’s and the faculty supervisor for any emergency needs.

Instructional Assistant: A student who provides academic and tutorial support.

**QUALIFICATIONS**

Instructional Assistants must be an undergraduate student and have completed the course in which they will assist with a grade of B or better.  In rare cases, an IA may be assigned to a course they have not taken if they are recommended and approved by one of the ASL, Deaf studies or interpreting faculty.  While no specific overall GPA is required, the IA is expected to be in good academic standing.

Students who are interested in serving as an IA should submit an application form during the semester before the term they want to begin work. Application forms can be obtained by the Supervising Faculty (or when they become available on the UConn ASL website page).

**CREDIT**

IAs must enroll in ASLN 3297 Independent Study (future change to ASLN 3297 Experiential Learning) for two or three credits each semester they serve as an IA. This course has the following requirements:

* Students should devote an average of 6 hours per week for 2 credits or 9 hours per week for 3 credits (including time in class, time in the ARC, meeting and prep time).
* Students must log their hours in Google Drive (to be created by the Coordinators or Supervisor) and will be checked periodically and submitted at the end of the semester.
* Students will attend training and IA meetings throughout the semester.
* Students will type a 2-page report (1.5-line spacing) of what they learned through this experience and submit it at the end of the semester.
* Students will complete the self-assessment form at the end of the semester (see attached).
* The Faculty Supervisor will assess the student using the IA self-assessment form and provide feedback.
* Based on the student’s performance in class, in the ARC, the number of logged hours, a required brief report, and the Faculty Supervisor’s evaluation, a S/U grade will be assigned. The IA coordinator may provide the Faculty Supervisor with information, but will NOT evaluate or grade their fellow student.

**EXPECTATIONS AND RESPONSIBILITIES**

 Responsibilities During Class

Responsibilities in class vary based on the discretion of the ASL professor. Start each class by taking attendance.  Follow what the professor asks of you during each class. You are not expected, and not permitted to teach or sub for any class in any way.

Make sure students are not talking during class.  Encourage them to sign. Do not allow them to talk to you as the IA.  Use ASL. An exemption can be made for students in ASLN 1101 who have limited or not skills in ASL.  With the consent of the professor, you may speak to students for instructional purposes only.

IAs may help proctor quizzes and exams.  You are there to help make sure no one is cheating.  This is especially important during a quiz or exam, and that you keep students from talking.  The professors are pretty good about being able to identify when this is happening, but if you notice students are whispering answers during a quiz or exam, it is your responsibility to intervene by letting the professor know it is happening.

Tutoring in the ARC

The American Sign Language Resource Center (ARC) is located in Oak, 357 for tutoring during the academic year.  Each IA will have his or her schedule arranged in collaboration with the Coordinator and posted on the door. The schedule will also be posted on the ARC website page: (https://asl.uconn.edu/asl-resource-center/).  In some cases, tutoring is also available during the summer and winter sessions.

The purpose of the tutoring sessions is to provide further explanation or clarification, to answer questions related to course content and to practice and review what was learned in class.  Tutorial assistance is provided for students at their request and/or the advice of their professors or academic counselor. Students who wish to meet with a tutor can view the tutor schedule posted on the ARC door and meet with a tutor when desired. The IA Coordinator can also arrange a time with both the IA and the student based on need and availability.Because it is such an important role, it is asked that IAs commit to the program from the inception of the assignment through final exams.

Preparation

You should be able to tutor with a minimal amount of preparation, but you must be certain you come to every tutorial session thoroughly familiar with the topics discussed in class.  You have every reason to expect that students will come to the session prepared, with all relevant texts and papers and having worked through as much of the material as possible (it is important that you let the Faculty Supervisor know if this is not the case.)  Students have the right to expect that you will be prepared as well. Be honest when you are not sure of an answer and feel free to ask for help or refer students to the professor of their section.

Planning a Session

It is the responsibility of the student to contact the IA or coordinator within a timely fashion to arrange tutoring sessions. You are responsible for responding to students within 48 hours of receiving any requests.  Or students are welcome to attend any of the open scheduled office hours arranged by the IA Coordinator and posted on the ARC door and website.

If you cannot attend class or your scheduled office hours due to conflicts in your schedule such as illness, family emergency, etc., it is YOUR responsibility to make sure your hours are covered by another IA.  If you need help with getting your shift(s) (office hours and/ or class) covered, let the IA Coordinator know.

Reporting a Tutoring Session

Make sure students sign in when they visit the ARC (ASL Resource Center) for office hours. The best way to keep track is to log into arc.uconn@gmail.com and enter the student's names/ date in the Tutoring-Log-in/Log-off folder (ask the Faculty Supervisor for the password). The session report serves as the primary method of feedback regarding progress in each tutoring session. The session report must also be completed when a student fails to show up for a scheduled session.  If you encounter an error while attempting to submit your report, you should email the Faculty Supervisor right way.

Grading

IAs and Coordinators are not responsible, nor are they allowed to issue or determine grades.  You may evaluate the student’s work in terms of the progress which he or she has made with you in the tutorial sessions. Avoid guessing what kind of grade the student may receive on a specific assignment or test.

In some cases, IAs will assist with correcting student work, using a key provided by the professor. Follow the guidelines of the instructor when correcting and ask about anything that is not completely clear.  However, if the time required or expectations asked by any instructor interferes with your personal academic responsibilities, make this known to the instructor, IA partner (if available), IA Coordinator or Faculty Supervisor.

**PROFESSIONALISM AND INTEGRITY**

Academic Integrity

Academic integrity is understandably of the utmost importance and is essential in a tutoring relationship. Never do any work for any student. If you are ever asked to do more than help a student understand the material, you must make it clear that you cannot and will not do so.  Any conversation of this nature should be reported to the Faculty Supervisor.

Conduct

IA’s must conduct themselves in a professional manner in all aspects of their relationship with the student. In addition, you must be honest and upfront with the professor(s) you work with.  It is important that you never criticize (directly or indirectly) an assignment, a course, or a professor. Please keep in mind that, while the relationships in our program will end up feeling more like a family, you must maintain a professional demeanor; this means complaining about students and the professor(s) on the job is unacceptable! If you notice other students doing so, try to diffuse the situation.  Bullying is not tolerated. If any students are having an issue with one another, please intervene in a professional manner and try to alleviate the situation immediately.

Professionalism

IA’s are expected to behave in a professional manner.  Professionalism ensures a comfortable environment for all IAs, students and teachers.  Inappropriate behaviors will not be tolerated at any time. Inappropriate behaviors include, but are not limited to, sexual harassment, physical or verbal abuse, inappropriate language, and drug and/or alcohol use before/during appointments. If any of these behaviors are reported and verified, the IA will be terminated and may face additional disciplinary action.  If an IA feels as though any student is acting inappropriately, the Faculty Supervisor is to be contacted immediately.

IA’s must be punctual and prepared for all tutoring sessions and classrooms. Be aware of what is currently being taught and any current assignments.   It is critical that all IA’s maintain good communication with other IA’s to make sure there are no(t) (many) discrepancies in signing between IA’s. Answer students’ questions to the best of your ability.  If you are unsure of a sign, DO NOT guess what it is and relay it to the student. If this happens to you, be honest and let the student know that you will get back to them about the sign if a professor is not available to ask at the time.

If you find yourself in a special relationship with another IA or a student, we expect professional behavior in the ARC and/or in the classroom. The Faculty Supervisor will determine the impact, if any, of the relationship on the program and the service being provided.  In addition, it is advised that IA’s not tutor or supervise roommates or suitemates.

Confidentiality

Confidentiality is one of the most important aspects of your relationship with the student. Mutual respect and trust are at the heart of any tutoring relationship. If a student feels that they can trust you, they are more likely to cooperate fully and learn from you. Therefore, you must be particularly careful in your conversations not to discuss the students you work with, either their academic progress or their personal lives. Even the most harmless remark may be perceived as a form of invasion of the student’s privacy and betrayal of trust. Any lapses in confidentiality may be viewed as grounds for dismissal.

**ARC RULES**

* The ARC can only be accessed by IA’s, coordinators and faculty and can only be used for ASL-related activities.  Please keep in mind, the ARC is located next to faculty offices, so please try to prevent noise from becoming disruptive.
* For students who are studying ASL or enrolled in an ASL course, encourage students to use only ASL as the mode of communication.  Remember, you are within sight of faculty offices and therefore must be considerate towards them and their involvement in our communication.
* Under no circumstance are students allowed to be alone in the ARC.
* The ARC has books and materials for IA’s and are considered property of the university.  All textbooks must be returned at the end of each semester.
* Please DO NOT let students use the computer for personal use! The computer and printer should only be used by the IA or IA Coordinator and be used for work-related functions, not personal use!
* Some papers including quizzes and exams are kept in a locked file cabinet close to the computer.  The key is hidden in the ARC and must be returned to the same location (if the location has to be changed because students see the key or whatever the reason is, IA/coordinator must notify professors where the key is). Never show or tell students where is the key! Keep this confidential!
* The door to the ARC must remain open unless you need to leave the room, in which case make sure the door is closed while you are away.  When you leave, (especially if you are the last to leave) turn off the computer and lights. Also, make sure the ARC **stays clean**!

**SELF ASSESSMENT AND DISCIPLINARY ACTIONS**

Self-Assessment

Each IA is asked to complete a self-evaluation at the end of the semester (see attached). The Faculty Supervisor and/or course instructor will do the same for each IA.  The purpose of the self-assessment is to see if expectations and responsibilities were met, to determine your overall grade for your experiential learning course requirements and to provide feedback and suggestions for individual performance and any program needs.  You must also satisfy the requirements stated above in the “credit” section of this manual in order to receive full credit. It is important to keep in mind that appointment as an IA is not guaranteed for the following semester or anytime during your UConn career.

Disciplinary Actions

This program is a benefit and a privilege, therefore, it will not be tolerated if any of these rules or privileges are taken advantage of or disregarded.  Disciplinary action may include but not be limited to, loss of access to the ARC, grade reduction and may result in termination of your responsibilities as an IA.

**CONCLUSION**

As an IA, you are a valuable resource for the Department of Linguistics and for students who choose to study ASL or Deaf and interpreting related courses. This manual has been designed to answer frequently asked questions, discuss policies, procedures and expectations regarding the tutorial program.

**INSTRUCTIONAL ASSISTANT**

**SELF ASSESSMENT AND EVALUATION**

Instructional Assistant Name: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is to be completed separately by the IA and the Faculty Supervisor and/or course instructor at the end of the semester.  Please also include comments, ideas, and suggestions on the back of this form. How would you rate yourself for the following attributes:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Needs Significant Improvement | Needs Some Improvement | Satisfactory | Very Good | Exceptional |
| Punctual |  |  |  |  |  |
| Attentive in class |  |  |  |  |  |
| Organized |  |  |  |  |  |
| Professional |  |  |  |  |  |
| Knowledge of the course |  |  |  |  |  |
| Prepared |  |  |  |  |  |
| Patient and understanding |  |  |  |  |  |
| Ability to tutor at appropriate level |  |  |  |  |  |
| Available to work with students |  |  |  |  |  |
| Supportive and respectful |  |  |  |  |  |
| Overall effectiveness |  |  |  |  |  |
|  |  |  |  |  |  |

How were you most effective as an IA?

What areas do you feel you can improve upon?

What suggestions would you like to make, if any, to improve the service provided to students?

What grade would you give yourself, and why?

Please make any additional comments if desired?

|  |
| --- |
| Comments from IA Coordinator, course instructor and/or Faculty Supervisor: |

**Agreement Form**

 **for**

**Instructional Assistants**

I understand that as a student of the University of Connecticut that I am responsible for upholding the University’s Community Standards and appropriate student behavior:<http://community.uconn.edu/the-student-code-preamble/>

I have read and understood the Student Policy on Sexual Harassment and Misconduct, Student Policy on Alcohol and Illegal Drugs and Rules of Student Confidentiality).<http://policy.uconn.edu/2015/12/29/policy-against-discrimination-harassment-and-related-interpersonal-violence/>

I have read and understood the provisions of the Family Education Rights Privacy Act (FERPA). <http://ferpa.uconn.edu/>

I have read and understood the policies stated in the Instructional Assistant Manual.

I understand that my performance as an IA will be monitored and evaluated.

I understand the appointment of this position is for the following semester(s):  \_\_\_\_\_\_\_\_\_\_\_\_\_

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby state that I have reviewed / received and understand the policies governing the tutoring program, and agree to all the conditions and requirements stated therein.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)                                                                                            (Date)

Contract for ASLN 3297 Experiential Learning

Undergraduate experiential learning requires students to provide tutorial support and assistance to faculty as Instructional Assistants within the Department of Linguistics, namely, the ASL, Deaf studies and interpreting courses.  Responsibilities and requirements for this opportunity are detailed in the Instructional Assistant Manual. IAs are required to complete the Instructional Assistant Self-Assessment and Evaluation at the completion of the course in order to receive a grade and credit.

Instructional Assistant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Supervisor: Sherry Powell

 Department of Linguistics, U-1145

 University of Connecticut

 Storrs, CT  06269-1145

 Department Office:  860-486-4229

 sherry.powell@uconn.edu

IA Responsibilities: Refer to IA Manual

Grading Policy/Requirements:  Refer to IA Manual

Hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days and Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Units of Credit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: This contract must be completed and signed by all parties by the**

**second week of the semester.**

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Faculty Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_