



Department of Linguistics  
American Sign Language Studies Program

## **Instructional Assistant Application**

Instructional Assistants (IA's) assist faculty and provided tutorial support for students enrolled in courses within the ASL Program. In order to apply for this position, you must be an undergraduate student and have completed the course for which you would like to serve as an IA with a grade of B or better or a recommendation from one of the faculty within the ASL Studies Program. While no specific overall GPA is required, the IA is expected to be in good academic standing.

Based on performance, IAs are awarded a grade and earn 2 to 3 credits in lieu of compensation. Two credits require 6 working hours per week and three credits require 9 hours per week. Once approved for this position, you must register for ASLN 3292 Experiential Learning in order to receive credit. All IA's will receive a grade based partly on the self-evaluation upon completion of the course. The self-evaluation can be found in the [Instructional Assistant Manual](#).

Students who either do not need or want credit and wish to benefit from the experience of working as an IA may opt to volunteer. Roles and responsibilities remain the same, however, volunteers will receive a letter of support and certificate of appreciation to add to either their portfolio or applications for employment or graduate school. Volunteers still need to submit an application.

Applications for any Fall and Summer positions must be submitted by the last day of March. Applications for any Spring positions must be submitted by the last day of November. Additional information regarding the role and responsibilities of Instructional Assistants can be found in the [Instructional Assistant Manual](#). Please submit this form to the Experiential Learning Supervisor.

Applicant's Name: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Please list all course you have currently or in the past served as an IA:

| Course: | Instructor: | Semester/Year: |
|---------|-------------|----------------|
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|         |             |                |
|         |             |                |

Please list all courses you have taken as a student within the ASL Studies Program.

| Course: | Instructor: | Semester/Year: |
|---------|-------------|----------------|
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|         |             |                |
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Please rank courses based on your preference for providing tutoring services.

Course:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Briefly explain why you are interested in this opportunity:

What skills or experience do you have that will be helpful in your role as an IA?

Reference List (at least one reference is required):

1. Name: \_\_\_\_\_ Title/position: \_\_\_\_\_

Contact Information (email preferred): \_\_\_\_\_

2. Name: \_\_\_\_\_ Title/position: \_\_\_\_\_

Contact Information (email preferred): \_\_\_\_\_

3. Name: \_\_\_\_\_ Title/position: \_\_\_\_\_

Contact Information (email preferred): \_\_\_\_\_

I have read and understood the Instructional Assistant Manual and agree to abide by all its content. The IA Coordinator Manual can be obtained from the [ASL Studies Program](#) website.

I understand that as a student at the University of Connecticut that I am responsible for upholding the [University's Community Standards](#) and appropriate student behavior.

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.

I have read and understood the provisions of the [Family Education Rights Privacy Act](#) (FERPA).

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 and responsibilities governing the position of IA, and agree to all the conditions and requirements stated therein.**

Applicant's Signature: \_\_\_\_\_