



Department of Linguistics
American Sign Language Studies Program

Instructional Assistant Coordinator

Application

The Instructional Assistant Coordinator oversees the scheduling of IA's, works with the Experiential Learning Supervisor in providing training and orientation for IA's, and serves as a communication liaison between IA's and the Experiential Learning Supervisor for any needs. This is (generally) a paid position with compensation for up to ten hours per week. The appointment begins one week prior to the start of the fall semester through the end of final exams for the fall semester, resuming one week prior to the start of the spring semester, and going through the last day of classes in the spring semester.

In order to apply for this position, you must be an undergraduate student and have at least two semesters of experience as an IA within the ASL Studies Program. In addition, IA Coordinator must have completed ASL 1101-1104 with a grade of B or better. While no specific overall GPA is required, the IA Coordinator is expected to be in good academic standing. Applications must be submitted to the Experiential Learning Supervisor by the last day of March. Applicants are required to read the IA Coordinator Manual prior to submitting this application.

Today's Date: _____

Name: _____

Email: _____

PeopleSoft #: _____

NET ID: _____

Briefly explain why you are interested in this opportunity:

Please list all courses you have tutored within the ASL Studies Program:

Course:	Instructor:	Semester/Year:

Please list references with at least one faculty from the ASL Studies Program:

1. ASL Stuidies Faculty: _____

2. Name: _____ Title/position: _____

Contact Information (email preferred): _____

3. Name: _____ Title/position: _____

Contact Information (email preferred): _____

I have read and understood the Instructional Assistant Coordinator 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 Coordinator will be monitored and evaluated.

I understand the appointment of this position is for the following academic year:

I, _____, hereby state that I have reviewed / received and understand the policies and responsibilites governing the position of IA Coordinator, and agree to all the conditions and requirements stated therein.

(Signature)

(Date)