October 1, 2008

MEMORANDUM

TO: Executive Committee of Academic Council

FROM: Provost Kim A. Wilcox

RE: Undergraduate Learning Assistant Policy

The University Committee on Academic Policy (UCAP) has recommended to me the attached Undergraduate Learning Assistant Policy, which I am inclined to endorse.

Undergraduate Learning Assistants (ULA) provide a variety of non-teaching supports in courses, while being mentored in their roles by the faculty-of-record for those courses. This policy provides some definition and structure to the position of ULA so that

- their work is an educational experience,
- their activities contribute to the learning of their peers, and so that
- ULAs are appropriately mentored (and trained) in ways that allow them to be truly helpful to the faculty members with whom they work.

I seek your advice on whether consultation is needed before the implementation of this policy. I have been very pleased with the careful deliberation of UCAP around this policy, and believe that its implementation will serve our faculty and students.

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