

Strategies for Providing In-Person Classroom Assistance in AY 2020-21

Preparing for the fall semester under so many conditions of uncertainty is inordinately challenging. Ideally, faculty will shift much of the delivery of content to online modules (supplemented by textbooks and/or online readings), and prepare to use the classroom for discussion, practice with feedback, collaboration, and application. In many cases, it may be helpful for faculty members to have a second “pair of hands” in the classroom to assist with technology (e.g., recording class sessions, taking attendance in Canvas). In some cases, faculty may need to teach from a remote location and assistance would be needed in connecting the students in the classroom to the faculty member via Zoom and recording the class session for posting in Canvas.

Ultimately departments and programs should develop solutions to these challenges locally, given the variability across disciplines in terms of pedagogical needs, class size, learning activities, and available human resources. The chart below intended to lay out an array of options for a Classroom Assistant position that may help departments to plan for these needs.

Instructional Context	Assistance Provider	Typical Duties	Compensation
Faculty member remote; up to 50% of enrolled students meet F2F during each class period (remainder participate remotely)	Faculty member (e.g., course coordinator, department chair, director of undergraduate studies)	Engaging with students (providing advice and support, connecting students to resources); Establishing Zoom link with professor (up to 15 minutes before class begins); capturing seating chart; facilitating interaction between class and instructor; taking attendance, ensuring compliance with health/safety rules; recording class session via Kaltura	Integrated into teaching/service expectations
	Graduate Teaching Assistant	Establishing Zoom link with professor (up to 15 minutes before class begins); capturing seating chart; facilitating interaction between class and instructor; taking attendance, ensuring compliance with health/safety rules; recording class session via Kaltura	Integrated into expected duties for which stipend and/or fee remission is received
	Department or school staff		Integrated into expected duties
	Undergraduate student (not enrolled in class; advanced undergraduate preferred)		Student hourly employee (4 hours per week x 13 weeks) = 52 hours - \$530 per student [NOTE: students eligible for federal work study would not incur costs to the campus)
Faculty member teaching F2F; up to 50% of enrolled students participating remotely during each class	Undergraduate student (not enrolled in class; advanced undergraduate preferred)	Capturing seating chart, facilitating interaction between remote learners and instructor; taking attendance, ensuring compliance with health/safety rules; recording class session via Kaltura	Student hourly employee (4 hours per week x 13 weeks) = 52 hours - \$530 per student [NOTE: students eligible for federal work study would not incur costs to the campus)