

Suggestions for course-specific module 1 – *First meeting*

The following text is only a **suggestion** for course-specific module 1. Your department is **free to change** the content and/or the way the course-specific modules are arranged. The **suggestions below are only ideas** in case that your department does not know what to address in the modules.

Duration: app. 1 hour

Responsibility: Your department

Dear learning assistant!

Congratulations on your new job as a learning assistant, and welcome to LAOS!

While we start with the core modules in the next two weeks, one thing you should do is to meet with your department (for example the course teacher you will work for) in order to clarify your and his/her expectations, as well as questions related to your employment, like timesheets, salary etc.

Please ask your department about the date/time of this meeting.

During this meeting, you could for example discuss some of the following questions (feel free to take them with you to the meeting):

Related to the course itself:

- What are the main learning objectives, content, learning activities during the course that I will be working for?
- Which kind of learning activities will I assist in?
- How many students will I work with? What kind of background do these students have?
- Will other learning assistants or the course teacher attend at these learning activities?

Related to your tasks:

- What are the specific tasks that are expected of me?
 - Preparing learning material, copying (code to copying machine?), publishing
 - Tutoring / guidance, lecturing, repetition, clarification?
 - Assessment / feedback
 - Other tasks?
- What are my specific responsibilities?
- Will the department provide me with the learning material? Will I plan any activity myself?
- Will I be able to supplement/change the learning material with further resources? How can I publish the material?

Related to your employment:

- How will my work be followed up?
- What do I expect of the department? What do I expect with regard to being a learning assistant?
- How can I give and receive feedback with regard to my work?

- What kind of contact will we have?
- If there are any issues, how shall I deal with it?
- How are the hours spread out over the semester?
- When and how do I hand in the timesheets for LAOS, and for my hours?

Related to LAOS:

- How will course-specific module 2 be organized – will it be spread out over several dates or will it be taught in one session?
- When and where will it be arranged?
- Does the responsible for the course-specific training wish me to prepare or read anything before module 2?

In order to complete course-specific module 1 in Blackboard, you will have to complete the following steps:

1. Download the pdf-document called *Confirmation of attendance*.
2. Take it with you to the department and get it signed.
3. Scan the document or take a picture of it.
4. Upload the scan / image onto the assignment called *Registration of attendance - course-specific module 1..*

If the department wishes to send me a signature list instead, that is fine by me. Just make sure that someone registers that you have attended the course-specific module.

NB: Everyone must have a first meeting with the department in order to clarify your tasks and employment.

Suggestions for course-specific module 2 – *Follow-up*

The following text is only a **suggestion** for the course-specific module. Your department is **free to change** the content and/or the way the course-specific modules are arranged. The **suggestions below are only ideas** in case that your department does not know what to address in the modules.

Duration: 4 hours

Responsibility: Your department

Welcome to LAOS – course-specific module 2.

In addition to the general pedagogy taught in the core modules, it is also important that you learn more about the principles and challenges that are specific to your course. Together with someone from your department (for example the course teacher), you could discuss specific learning activities that you will be responsible for. You might want to look at challenges related to the student group, to the course content, to the learning activities or other course-specific aspects.

The department determines the content of this module and the way it is arranged, but it should be relevant to your work as a learning assistant.

4 hours are set aside for this module. The responsible for the course-specific modules decides if he/she wishes to arrange the module in one single session or if the 4 hours will be split over several sessions, and if they are held on campus or online. **Contact your department or course teacher if they do not contact you.**

In order to complete course-specific module 2 in Blackboard, you will have to complete the following steps:

1. Download the pdf-document called *Confirmation of attendance*.
2. Take it with you to the department and get it signed.
3. Scan the document or take a picture of it.
4. Upload the scan / image onto the assignment called *Registration of attendance - course-specific module 2*.

If the department wishes to send me a signature list instead, that is fine by me. Just make sure that someone registers that you have attended the course-specific module.

Suggestions for course-specific module 3 – *Final evaluation*

The following assignment is only a **suggestion!** Your department is **free to change** the content and/or the way the course-specific module 3 is arranged. However, this activity should contain some form of evaluation of how you experienced your work during the semester, e.g. how you feel that you developed your skills as a learning assistant or how the quality of the course that you worked in could be improved.

The deadline for this module cannot be changed.

Duration: 2 hours

Responsibility: Your department

Welcome to LAOS – final evaluation.

Congratulations! Now you have worked as a learning assistant for several months and almost completed the LAOS-course. The only task that is left to do now is to get feedback on your work from the department.

In the final evaluation with your department, I would like you to reflect on **your development as a learning assistant** in the course that you worked in.

The **difference between this evaluation and other course-specific follow-up you had during this semester** is that before, you had a special focus on your students and their challenges with learning. **In your final evaluation, the focus lies on *your own* development throughout the semester** and it is an opportunity to provide your department with information on how you experienced being a learning assistant.

In your evaluation, you could not only describe your starting point but also where you stand now at the end of the semester and how you experienced the road towards becoming a learning assistant. *Where did you start, how did you develop your role, what were your challenges?* The following questions can help you to structure your evaluation, however, **feel free to choose only those (or add others) that are relevant.**

Example questions:

- When I became a learning assistant at the beginning of the semester, what were my expectations and what did I imagine what my role would be?
- How did I come to develop an understanding of my own role in the students' learning process?
- Have I developed an identity as a learning assistant?
- What were my biggest challenges, but also my greatest successes?
- Did I encounter any difficulties? How did I deal with them? Did I make use of any opportunities?

Orientation towards future work:

- How do I evaluate my current work as a learning assistant, what are my strongest and weakest points?
- Which aspects of my work do I wish to improve on? How can I find out more about them?
- How can I get continued feedback on my work? • What did I experience during this semester that I would like to change in the next semester?

And finally:

- On which aspects of my work would I like to get feedback from the department?

Remember, this evaluation is an opportunity for you to show to your department that you have developed as a learning assistant. At the same time, it is a very important opportunity for your department to learn more about the quality of their course.

In order to complete course-specific module 3 - *the final self-analysis* - in Blackboard, you have to complete the following steps:

1. Download the pdf-document called *Confirmation of attendance*.
2. Take it with you to the department and get it signed.
3. Scan the document or take a picture of it.
4. Upload the scan / image onto the assignment called *Registration of attendance - course-specific module 3*.

NB: This module is mandatory for all learning assistants, and you must receive either oral or written feedback on your work from the department. You do not need report to me which feedback you received, but I need to know that you have received some kind of feedback. Remember, you deserve to get some feedback after having worked as a learning assistant for your department during a whole semester!

Confirmation of attendance

LAOS – Course-specific modules

Name of learning assistant: _____

Name of responsible for course-specific modules: _____

Course: _____

Course-specific module 1

Date:

Signed by department:

First meeting

Start time:

End time:

Course-specific module 2

Date:

Signed by department:

Follow-up

Start time:

End time:

Date:

Signed by department:

Start time:

End time:

Date:

Signed by department:

Start time:

End time:

Date:

Signed by department:

Start time:

End time:

Course-specific module 3

Date:

Signed by department:

Final evaluation

Feedback received: *yes / no*

Additional comments: