

LAOS – Learning assistant training

TARGET GROUP

LAOS is NTNU's official learning assistant training and it is offered to learning assistants in regular courses at all faculties and departments, both in Gjøvik, Trondheim and Ålesund. In the Spring semester, LAOS is also offered to learning assistants for Teknostart.

COURSE DESCRIPTION

The main objective of the training program is to contribute to the development of the learning assistants' understanding of their own role in the students' learning process. It provides a basic introduction to pedagogical aspects related to the learning environment, learning activities, guidance, feedback and group work. LAOS promotes an understanding of general and course-specific learning activities based on dialogue and guidance.

REGISTRATION

LAOS is open to all learning assistants at NTNU, but registration for LAOS requires an employment as a learning assistant at a department. *LAOS contains course-/Teknostart-specific modules and the department is responsible for carrying out those.*

For questions regarding employment contract and salary, please contact HR at your faculty/department.

For dates and registration: please use the links on the Norwegian website

Registration deadline: please see the Norwegian website

Number of places: unrestricted

MODULES

LAOS consists of 20 hours and combines seminars on campus with online modules (blended learning). The training is carried out both by the Educational Development Unit (Uniped) and by the department that the learning assistant works for.

For dates and overview of LAOS, please check the links on the Norwegian website.

a) Core modules (8 hours)

Core modules are **mandatory** for ALL learning assistants and are carried out by the Educational Development Unit (Uniped) as seminars on campus. These seminars are composed of presentations of pedagogical content and of small-group activities related to the practical work of a learning assistant, e.g. role play and discussions.

b) Online modules (6 hours)

These modules consist of 3 hours each and are entirely online. Mandatory activities in each module consist of a multiple-choice-test, a reflection essay and peer-evaluation of the reflection essays of two other learning assistants.

Learning assistants choose **two** out of the following seven options:

- OM1 – Giving feedback
- OM2 – Exercise tutoring
- OM3 – Seminar tutoring
- OM4 – Laboratory tutoring
- OM5 – Academic writing tutoring
- OM6 – Individual tutoring
- OM7 – Problem- / project-based tutoring

c) Course-specific modules (6 hours) – for learning assistants in regular courses only (NOT Teknostart)

The department that the learning assistant works for is responsible for carrying out the course-specific modules. They determine the content and activities of these modules, and also decide if the course-specific modules are held in one single session or spread over several dates. The course-specific modules should be related to course-specific pedagogical challenges and improvements.

First meeting (1 hour)

Clarifying expectations with regard to the learning assistant's work tasks, communication with the course teacher and the course-specific follow-up.

Follow-up (4 hours)

Follow-up related to pedagogical challenges and areas for improvement in the course that the learning assistant works at.

Final evaluation (1 hour)

Final evaluation where the learning assistant and the department evaluate the learning assistant's development during the semester, as well as providing feedback to each other on the use of learning assistants in their course.

For specific suggestions on the content of the course-specific modules, please check out the link on the Norwegian website.

d) Group module (2 hours) – for learning assistants for Teknostart only

The group module is **mandatory for learning assistants for Teknostart** and is held by the Educational Development Unit (Uniped) as a workshop on campus. During this workshop, the learning assistants revise and further develop the tasks related to the reflection part of Teknostart.

LEARNING OUTCOMES

Participants who have completed LAOS are expected to have achieved the following learning outcomes, defined as knowledge, skills and general qualifications:

Knowledge

Upon successful completion of the course, the learning assistant will

- have a basic understanding of fundamental pedagogical principles that apply across all types of courses
- have some insight into course-specific learning activities
- know what formative/summative and criteria-/norm-based assessment is
- understand the importance of establishing a safe learning environment for student learning

Skills

Upon successful completion of the course, the learning assistant will

- be able to contribute to a positive and safe learning environment
- be able to provide constructive feedback to encourage student learning
- be able to use questioning techniques in order to map student understanding of course content
- be able to facilitate reasoning and critical thinking
- be able to provide guidance on a basic level

General qualifications

Upon successful completion of the course, the learning assistant will

- have developed an identity as a learning assistant
- be able to discuss his/her own role in students' learning processes
- be aware of basic ethical challenges and limit-setting
- be aware of challenges, but also opportunities within diverse student groups
- be able to reflect over his/her own practice and potential of continued development as a learning assistant

COMPLETION REQUIREMENTS

In order to successfully pass the LAOS course, learning assistants have to complete::

- 100% attendance during the core modules
- Two completed online modules
- 100% attendance during the course-specific modules / group module

There will be **no dispensation from the attendance requirement.**

APPROVED EQUIVALENT QUALIFICATIONS

Completed 2nd year of teacher education programme at NTNU or other equivalent teacher educations on secondary school-level with practical training (e.g. PPU) are approved.

Completed training as a learning assistant in Experts in Teamwork (EiT), officer candidate school or studies in theoretical pedagogy are NOT approved as equivalent to LAOS.