

# TWU SIT Course Assistant Contract

## Responsibilities of TWU SIT CA:

1. Attend the entirety of the two-day Course Assistant training meetings.
2. Attend all course lectures.
3. Conduct 4 SIT sessions weekly. CA must be regular and on time for sessions. Course Assistant should remain in the room the entire 50-minutes, even if no one shows up.
4. Prepare for SIT sessions. This includes reading required texts, doing required homework, planning and developing handouts for sessions, and filling out planning sheets for **each week's sessions**.
5. Keep mentor and supervisor informed of any changes to SIT sessions.
6. Debrief with assigned mentor after each Course Assistant observation.
7. Observe at least one other Course Assistant during the course of the semester.
8. Attend all TWU SIT Team Meetings, and be prompt to those meetings.
9. Check TWU e-mail daily and respond to all emails from TWU SIT staff within 24 hours.
10. Work at least 3-4 Saturday SIT sessions.
11. Work at least 1 Sunday SIT if offered for your course.
12. Maintain accurate SIT attendance records. Course Assistant should record attendance for all sessions, even when no one shows up. Course must turn in Sign-in Sheets (electronic and hardcopy) and Lesson Plan Sheets (electronic and hardcopy) **every week**.
13. Meet weekly at set time with Mentor to discuss lesson plans and review weekly lessons plan(s).
14. Meet weekly at set time with Research Assistant to turn in hard copies of sign-in sheets and other tracking logs.
15. Meet regularly with the professor to share plans, handouts, and establish rapport.
16. Any other duties as assigned by supervisor.

As Course Assistant with the TWU SIT Program, I, \_\_\_\_\_,  
pledge to fulfill the responsibilities listed above.

I understand that if I fail to fulfill the above responsibilities, I will be written up and required to meet with Dr. Carlsen-Landy to discuss concerns and solutions. If I am written up 3 times, then I understand I will be released from my duties as CA. **I understand the failure to fulfill above responsibilities will make my appointment subject to review and possible termination.**

\_\_\_\_\_  
Course Assistant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIT Supervisor Signature

\_\_\_\_\_  
Date