

# Undergraduate Course Assistant - What are they and how do I become one?

<https://csci-1301.github.io/about#authors>

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## 1 What Is an Undergraduate Course Assistant?

In this course, an Undergraduate Course Assistant (UCA) is generally present in addition to your instructor. A UCA is a student, generally in the School of Cyber and Computer Sciences, who successfully passed CSCI 1301 and that is hired by the School to assist other students.

Their duties generally include:

- Helping the students during the labs,
  - To set-up their computers,
  - To find the right resources,
  - To understand their IDE's error messages,
  - To investigate bugs with them,
  - etc.
- Helping the students outside of the lab (through email, teams, or office hours), for similar tasks as in lab, but also to get ready for an exam or a quiz,
- Reporting to the instructors any issue, mistake or confusion they noticed,
- Suggesting improvements to the resources shared with the students.

Their duties *can not* include:

- Understanding for you<sup>1</sup>,
- Helping you or even commenting on graded material *before* it was graded,
- Grading students' work,
- Helping you with other classes,
- Helping you becoming a self-regulated learner and work on your schedule<sup>2</sup>.

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<sup>1</sup>Although that may sound curious, we believe it is important to remind you of the fact that they can only *help* you understanding, but that you have to do your part!

<sup>2</sup>That's a job really well taken care of by the Academic Success Center<sup>3</sup>!

## 2 How Do I Become One?

A UCA is hired by the School upon recommendation of instructors, after discussion with our Academic Program Coordinator, and possibly our Director of Undergraduate Studies.

A UCA *must*:

- Be a student, that is, currently enrolled in courses, or, if during the Summer, being enrolled in courses for the next Fall semester,
- Pass our Human Resources background check,
- Have an interest in tutoring,
- Understand clearly the limits and boundaries to the help they can provide to students.

Additionally, if a student wants to help with this particular class, then the student must have successfully passed CSCI 1301 with a grade of B or higher

A UCA will:

- Be able to work up to 25 hours per week (an average of 10 hours per week is typical, but needs to be discussed with the instructor), paid \$12.50 per hour, without other benefits,
- Be adequately trained to use our platforms and edit our resources,
- Be able to work on Campus and discuss their schedule with their referent instructor,
- Develop a stronger bond with the instructors, facilitating possible future reference or research projects.

So, in short: talk to any CSCI 1301 instructor if you feel like becoming a UCA.