

LOYOLA UNIVERSITY CHICAGO

COURSE ASSISTANT POLICY

DEFINITION AND PURPOSE

Course Assistants (CAs) are undergraduate or master's degree students employed on an hourly basis to provide classroom and instructional support to faculty. This policy serves to outline the compensation for, terms and period of employment, permitted scope of duties, qualities expected for and process of appointment, and roles and responsibilities of the instructor and student.

ROLES AND RESPONSIBILITIES

Permitted Activities for Course Assistants

Course Assistants may perform the following duties under faculty supervision:

Classroom Support

- Assist with synchronous online sessions (Zoom troubleshooting, chat monitoring, breakout room management)
- Provide technical support for learning management systems (Sakai, Canvas, etc.)
- Help with course material distribution
- Assist with student group formation and management
- Hold study sessions
- Hold office hours

Lab Support

- Scope of responsibilities subject to department/school policy

Administrative Support

- Maintain course documentation
- Assist with course material preparation and organization
- Help coordinate student communications
- Support course logistics and scheduling

Assessment and Grading

- Following clearly defined grading rubrics created by the supervising faculty and with faculty review of grading, Course Assistants may grade assignments
- Assist with exam proctoring and administration

Restrictions and Limitations

Course Assistants may NOT:

- Serve as the course's Primary Instructor
- Lead a lecture
- Handle student grading disputes or academic misconduct issues
- Serve as the primary point of contact for the course
- Make independent decisions about course content, policies, or procedures
- Make independent decisions about assessment and/or grading
- Assign final grades or submit grades to the registrar
- Provide support or guidance to students facing a crisis or challenge

QUALIFICATIONS AND REQUIREMENTS FOR COURSE ASSISTANTS

Requirements

- Following HR policy, students must be enrolled at least half-time (minimum of 4 graduate credit hours per semester) to hold an on-campus student position
- Enrolled student in good academic standing
- Relevant academic background or coursework in the subject area
- Ability to work independently while following supervision guidelines

Preferred Qualifications

- Previous teaching or tutoring experience
- Strong communication skills
- Familiarity with learning management systems
- Additional training in pedagogy or instructional support (where available)

EMPLOYMENT PERIOD

- Appointments typically are on a semester-by-semester basis and follow the academic year calendar
- Specific start and end dates to be determined by supervising faculty and departmental/school needs
- Renewal is not guaranteed and depends on course needs, satisfactory performance in the position, and the maintenance of good academic standing as defined by the student's program and/or school.

COMPENSATION

Hourly Rate and Benefits

- **Hourly Rate:** \$25.00 per hour
- **Sick Time:** Accrual of paid sick leave in accordance with university [policy](#).
- **Vacation Time:** Accrual of paid vacation time in accordance with university [policy](#)
- **Maximum Hours:** 19.5 hours per week maximum aligned with semester of hiring

ADMINISTRATIVE PROCEDURES

Appointment Process

Admitted Students

1. Faculty member, department/school, or the Provost's Office identifies need for Course Assistant support
2. If Course Assistant for a course is proposed by a faculty member, department/school reviews and approves position request
3. Department/program includes position of CA along with offer of admission
4. Appointment letter issued that specifies duties, hours, and compensation
5. Course Assistant completes required paperwork and training
6. Paperwork submitted to HR by funding unit

Continuing Students

1. Faculty member, department/school, or Provost's Office identifies need for Course Assistant support. If proposed by a faculty member, department/school reviews and approves position request
2. Position posted through appropriate channels, including Handshake
3. Selection process conducted by hiring unit
4. Appointment letter issued that specifies duties, hours, and compensation
5. Course Assistant completes required paperwork and training
6. Paperwork submitted to HR by funding unit

Training

The department/school is responsible for:

- Offering training, including FERPA, to new Course Assistants

The Course Assistant is responsible for:

- Completing any required university training for student employees
- Engaging with training on Course Assistant policies and procedures and attend orientation session, if offered by department or school
- Completing privacy and confidentiality training (FERPA compliance)

Record Keeping

The department/school is responsible for:

- Maintaining and submitting timecard with accurate records of hours worked
- Documenting specific duties and responsibilities
- Collecting and preserving evaluation materials and performance feedback
- Reviewing and approving student timecards

The Course Assistant is responsible for:

- Tracking hours and submitting timecards in a timely manner as instructed by the department/school.

FACULTY SUPERVISOR GUIDELINES

Initial Setup and Orientation

- Schedule an initial meeting with the Course Assistant to outline expectations
- Provide a clear job description and specific role assignments
- Introduce the Course Assistant to students if interaction is expected
- Ensure the Course Assistant has appropriate access to course materials and systems

Ongoing Supervision

- Meet regularly with the Course Assistant to review performance and address concerns
- Provide clear, specific guidelines for all assigned tasks
- Review and approve a sample of graded work and then review and approve all graded work before return to students
- Maintain official gradebook and submit all official grades
- Ensure coordination with student of timely completion and submission of timecard with accurate records of hours worked

Communication

- Establish clear communication channels and response time expectations
- Inform students about the Course Assistant's role and its limitations
- Ensure students understand that the faculty member is the primary point of contact for course and student-related issues
- Document and communicate to student and program/school any performance issues or concerns related to the Course Assistant's work

Performance Evaluation

- Mid-semester check-in between faculty supervisor and Course Assistant
- End-of-semester evaluation documenting performance and areas for improvement

- Documentation and communication to student of any performance issues or exceptional contributions
- Performance evaluation submitted to department/school and incorporated into future appointment decisions

COURSE ASSISTANT GUIDELINES

Student Employment Policies

- Comply with all university policies regarding student employment
- Consult the Office of Human Resources' [Student Worker Employment Handbook](#) for reference on workplace policies and guidance
- Maintain appropriate work-study balance to support academic success

Academic Integrity

- Maintain strict confidentiality regarding student information and grades
- Adhere to FERPA requirements for handling student records
- Report any suspected academic misconduct to the supervising faculty member
- Avoid conflicts of interest in grading or evaluation
- Follow school and university guidelines on academic integrity
- Adhere to university's student code of conduct

Professional Development

- Participate in available professional development opportunities
- Seek guidance from supervising faculty when uncertain about procedures
- Contribute to a positive learning environment for all students
- Maintain professional boundaries with undergraduate students

Performance Concerns

- Course Assistants with performance concerns should first discuss issues with the supervising faculty
- If unresolved, concerns may be escalated to the department chair/program director
- Final appeals may be made to the supervising faculty's Dean or their designated representative

Course Assistants versus Teaching Assistants

The position of Course Assistant is distinct from that of the [Teaching Assistant](#) both for graduate students and faculty. Teaching Assistants are graduate students serving in the role as just one [part](#) of their broader academic training and learning.

	Course Assistant	Teaching Assistant
Type of Student	Undergraduate or master's student	Master's or doctoral student
Primary Responsibility	Logistic support for faculty and learning support for students	Apprenticeship learning
Expected Range of Activities	Assisting students with course material (and providing faculty support)	Contributing to syllabus and assessment design; occasional lecturing; leading lab or discussion sections; engagement with students; providing faculty support; and providing student support
Faculty Scope of Duties	Ensure CA is familiar with expected tasks, supervise performance of tasks, and provide feedback as outlined above	As mentor, and as outlined in the Graduate Assistantship Handbook , cultivate students' skills and knowledge of teaching via in-depth engagement with pedagogy and design of course, opportunity for independent delivery of course content, and continuous engagement. In addition, ensure TA is familiar with expected tasks, supervise performance of tasks, and provide feedback
Compensation	Hourly	Stipend, tuition scholarship, and health insurance

POLICY REVIEW AND UPDATES

This policy will be reviewed annually by the Vice Provost of Graduate Education in consultation with the provost, university offices, academic units, and student representatives. Updates will be communicated to all relevant parties at the beginning of each academic year.

This policy is effective as of April 2026 and supersedes all previous Course Assistant policies at the program, department, or school/college level. Questions about this policy should be directed to the Vice Provost of Graduate Education.