WHAT IS THE LEARNING ASSISTANT (LA) PROGRAM?
The LA program is an embedded peer support program that focuses on supporting faculty & students both in and out of the classroom.

WHO ARE THE LAS?
Learning Assistants are undergraduate students who were previously successful in the course and are now embedded in a section of that course as support.

WHAT IS THE ROLE OF AN LA?
LAs are a resource for faculty implementing active-learning and a source of feedback from the student perspective. LAs engage in four main activities:
(1) Attend class every day and interact with students in class.
(2) Provide drop-in support for students in the STEM LAB.
(3) Engage with faculty & graduate TAs in biweekly Course Conversations.
(4) Participate in pre-semester orientation and biweekly LA staff meetings centered around pedagogy & professional development.

WHAT IS THE ROLE OF AN INSTRUCTOR / GRAD TA?
Faculty members/graduate TAs with an LA should engage in four main tasks:
(1) Build a safe environment for continued collaboration & feedback (it is "our" class).
(2) Use materials that facilitate active learning that utilize the LA during class time.
(3) Engage with LAs in biweekly STEM LAB Course Conversations.
(4) Regularly check-in with the LA for feedback from the previous day/week & prep them for the upcoming day/week.
**POSSIBLE WAYS TO UTILIZE YOUR LEARNING ASSISTANT**

**General Class Support:**
- Track attendance
- Facilitate planned activities
- Build community through ice breakers
- Encourage interaction between students, group discussion, and questions
- Ask relevant questions during lecture to enhance student understanding
- Stay engaged and take quality notes
- Have resources and links readily available for students
- **Allow LAs to speak to the class every day (even just to say hello & remind students of STEM LAB hours)**

**Out-of-class Support:**
- Assist students & answer questions during their drop-in hours in the STEM LAB
- Post announcements on Blackboard about resources, reminders, etc.
- Manage a community thread on Blackboard to get to know students
- Provide feedback to faculty from the student perspective
- Serve as a sounding board for new activities and ideas
- Create activities for in-class use
- Host exam study sessions
- Act as a role model and share strategies for college success
- **LAs should NOT grade student work and do NOT work during finals week**

**Asynchronous Classes:**
- Conduct polls (through Zoom, Google Forms, Kahoot, etc.)
- Build a community on Blackboard through discussion boards (ex: "getting to know you" introductory discussion thread)
- Create a Discord channel for the class to help students connect over homework or studying for exams
- Host a weekly zoom call for students to come in and talk about course or non-course related topics
- Host a problem solving session each week
- Help students set up study groups
- Share an "LA Tip of the Week"

**Online Synchronous Classes:**
- Move between breakout rooms to assist students with group work and discussions
- Temporarily set as host so LA can create & manage breakout rooms (stage manager)
- Monitor the Nonverbal Feedback options (Chat or Raise Hand feature) -- respond to questions and alert instructor when something in chat needs their attention
- Conduct polls (through Zoom, Google Forms, Kahoots, etc.)
- Type instructor's directions and questions in the chat for clarification
- **LAs should always be set as a co-host on Zoom**

**In-Person Classes:**
- Help professor collect work and pass papers back
- Help facilitate group discussions and actively engage with students
- Reach out to students who may seem disengaged, lost, or after an absence
- Lead workshops on topics such as quality note-taking, staying engaged online, studying for exams, and attending office hours
- Catch up students who arrive late
- Be a time keeper for activities