

Instructional Assistant Rules and Policies

Academic Services offers Instruction Assistant sessions for select Biology, Chemistry, and Math courses. Instructional Assistants (IAs) are Cedar Crest students who are trained to assist other students with achieving academic success and becoming effective, independent learners. IAs will assist students with:

- Understanding and applying course content
- Strategizing effective approaches to course content
- Practicing the use and application of equations, formulas, theories, and concepts
- Reviewing content in preparation for tests/quizzes/exams
- Developing academic skills such as effective study habits, test-taking strategies, and notetaking techniques

Cedar Crest's Honor Code emphasizes the importance of students having ownership of their own scholarly work. Therefore, IAs will **not**:

- Correct homework assignments or tests/quizzes/exams
- Correct formatting (including APA, MLA, and Chicago)
- Complete any part of a student's homework or other graded assignments

While most research shows that students who use tutoring services tend to earn higher grades than those who do not, attending IA sessions does not guarantee a passing grade for the course or any assignment/test/quiz/exam. IAs will not attempt to predict the grade a student will receive; questions about grades must be directed to course instructors.

Plagiarism and Academic Dishonesty Policies:

1. Students in deliberate violation of Cedar Crest's Honor Code (as outlined in the Student Handbook) may be referred to the Coordinator of Writing and Learning Support. In the event of intentional violations, disciplinary action may be taken.
2. Students who attempt to persuade or coerce IAs to violate any of the above policies will be reported to the Coordinator of Writing and Learning Support Resources. In the event of intentional violations, disciplinary action may be taken.

Additional Policies:

1. IAs are available to assist Cedar Crest students only during their scheduled IA sessions. Please do not request that IAs provide services outside of their scheduled sessions.
2. Students who attend IA sessions are expected to uphold the Community Standards for Social Conduct. Students who behave in a disruptive manner may be asked to leave by Instructional Assistant, the Coordinator of Writing and Learning Support Resources, or other Academic Services staff members.
3. Students seeking tutoring for assistance with take-home tests/quizzes and test/lab corrections must have their professor's approval in order to work with IAs. Faculty members may indicate their approval of students using IAs for take home

- tests/quizzes and test/lab corrections by contacting the Coordinator of Writing and Learning Support Resources.
4. Students are expected to respect the privacy and integrity of the IAs, and are expected to uphold the Community Standards for Social Conduct (as outlined in the Student Handbook).
 5. IAs are expected to respect the privacy and integrity of students who attend their IA sessions, and are expected to uphold the Community Standards for Social Conduct (as outlined in the Student Handbook). Information about IA sessions (other than attendance) will only be shared with faculty members at the student's request, except in the case of "take home" tests/quizzes/exams or test/lab corrections (faculty members will always be notified when a student brings an exam to an IA session).
 6. Both students and IAs are expected to act in accordance Title IX. Cedar Crest College is committed to ensuring that all members of the College Community have a learning and working environment that is free from sexual misconduct and sexual harassment. Sexual misconduct and sexual harassment will not be tolerated. Cedar Crest College expects all members of the College Community to share in the responsibility for ensuring that the Cedar Crest College environment is free from any form of abuse, violence or verbal or physical intimidation.

Questions, concerns, and feedback should be sent to the Coordinator of Writing and Learning Support Resources at kapolhem@cedarcrest.edu.