

**GENERAL INFORMATION**  
**For The**  
**SENATE EDUCATIONAL ASSISTANTS GRANT PROGRAM**

**Purpose:** The purpose of the program is to enhance student development and facilitate programs at the three District colleges by enabling faculty to obtain the services of student educational assistants.

**Student Hours:** Students can work up to twenty (20) hours per week, with a maximum number of 125 hours over the academic year (a combination of the Fall and Spring Semesters and Winter Intersession).

**Student Tasks:** Students will carry out tasks defined by a faculty member, a group of faculty members, or an academic department. The tasks will have been specified by contractual agreement between the faculty member(s), the student, and the Academic Senate in advance and will be articulated in the Grant Application/Proposal.

Educational assistants *can* perform tasks such as the following:

- Research;
- Leading group discussions while in the line of sight of the instructor;
- Assisting in labs;
- Gathering data for lectures;
- Perform other academically appropriate duties that fall within the parameters of Title V.

Educational Assistants should not be requested to fulfill tasks not within the scope of the agreement.

Student Educational Assistants *may not* evaluate or determine grades nor have knowledge of students' grades. No educational assistant will be given tasks that are the academic, professional, or legal responsibility of the faculty member.

**Benefits:** *The Faculty* will benefit by having paid assistants to help accomplish tasks associated with teaching and research. *Faculty members and student educational assistants* will benefit from the close working relationship provided by the mentoring process. *The student educational assistant* will benefit by earning money and developing skills connected to various approved tasks. The colleges will benefit from the increased resources to accomplish its mission.

**Selection of Awards:** Faculty members, or departments, or colleges will apply and complete the application/proposal form. The proposals must contain a statement of purpose describing the benefits to the faculty member(s) making the proposal, the student educational assistant, the student body, the faculty, and the institution. Proposals must contain a job description including specific activities and hours to be spent on each activity.

Those proposals that offer the greatest combination of benefits to the faculty member(s) making the proposal, the student body, the educational assistant, the faculty, and to the

institution will receive higher prioritization. The best proposals will combine a tangible benefit to an important faculty objective with meaningful work for the student educational assistant, work that is challenging and advances the student's academic and career goals.

Applications/Proposals will be evaluated and ranked by a District Senate subcommittee<sup>1</sup> that will recommend acceptance of the top-ranking proposals to the District Senate. The number of requests actually funded will vary according to the availability of funding and the quality of the applications.

**Student Educational Assistant Criteria:** Faculty members whose applications are accepted by the Senate must select students meeting the following criteria:

1. Students must be enrolled with a minimum class load of six (6) units for both the Fall and Spring semesters. A minimum of three (3) units for the Winter Intercession is also necessary if they are to be employed during the Winter Intercession.
2. Students must have a minimum GPA of 3.0 in the subject area in which he/she is working as an assistant, and a 2.5 GPA overall.
3. Students may not work in excess of twenty (20) hours per week or 125 hours in the academic year (a combination of Fall 2018, Winter 2019, and Spring 2019).
4. Instructor recommendation will be required.
5. Educational assistants will not be required to enroll in any course to prepare for the duties as an educational assistant.

**Possible Tasks for Educational Assistants:** The following list includes some ideas for the tasks for student educational assistants. This list is not exhaustive nor is it intended to serve as part of the evaluation criteria.

Organizing periodicals, sorting/filing papers, assisting in labs, working with small groups or circulating among them, updating visual aids, assisting in the preparation of handouts, editing, making computer corrections, forming/leading study groups, providing individual attention for designated students, copying, making transparencies, assisting in the writing center, demonstrating how to access literature, assisting with software problems, re-filing slides, compiling review slides, masking slides, organizing slides, assisting in distributing materials, maintaining clippings, files, and articles reviewed for research materials, assisting with review of books to be evaluated, offering student perspective for class handouts, assisting students in lab with computer skills, assisting with the dispensing of supplies, acting as a peer-mentor, assisting in the preparation of video tapes for lectures, etc.

**Riverside Community College District  
Educational Assistant Program Application Cover Page  
2018-2019 Academic Year**

Entity making application: \_\_\_\_\_ Department / Team \_\_\_\_\_ Individual \_\_\_\_\_ College \_\_\_\_\_

**DEPARTMENT/ CAMPUS INFORMATION**

Department \_\_\_\_\_

College \_\_\_\_\_

Please print instructor(s) name(s)	Instructor(s) Signature(s)	Ext
_____	_____	_____
_____	_____	_____
_____	_____	_____

Department Chairperson \_\_\_\_\_

Signature \_\_\_\_\_

Course/Program(s) the Educational Assistant will impact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DUE DATE**

Return applications to the mailbox of the college Academic Senate President on your respective campus or by email to [LaTonyaParker@mvc.edu](mailto:LaTonyaParker@mvc.edu) with the signed documents to follow to any of the above mailboxes no later than:

**FRIDAY, May 25, 2018, at 1:00 p.m.  
Late proposals will not be considered.**

Faculty members whose applications are accepted must submit the following information on the student they select before and have the student approved by the Senate before the student may enter the Program.

**STUDENT INFORMATION**

Student Recommended*	Alternate
Name _____	_____
Student Number _____	_____

Anticipated Units: (in semesters when working, assistants must have at least 6.0 units during the Fall and Spring semesters and 3.0 units during the Winter Intersession)

Fall, 2018	_____	_____
Winter, 2019	_____	_____
Spring, 2019	_____	_____
Student's Overall GPA (must be at least 2.5)	_____	_____
Subject Area GPA ** (must be at least 3.0)	_____	_____

\*Periodically, the same student is recommended by several individual applicants. It is suggested that you double check to preclude duplication.

\*\*The above information can be obtained from the Instructional Department Specialist. Please submit the information based on grades through the last complete semester or intersession. The committee may verify all grades and cumulative GPA.

**ACADEMIC SENATE EDUCATIONAL ASSISTANT  
APPLICATION  
&  
PROPOSAL GUIDELINES**

**WRITTEN PROPOSAL**

- I. Please list the following in your proposal:
  1. Project/Proposal Overview/Summary
  2. Benefit to the Educational Assistant's academic/career growth
  3. Benefit to RCCD students
  4. Benefit to faculty
  5. Benefit to the institution
- II. Identify specific tasks the Educational Assistant is to perform. Educational Assistants cannot be given tasks that are the academic, legal, or professional responsibility of a faculty member. Please refer to the attached criteria for details.
- III. Limit your proposal to 2 - 4 typewritten pages plus the application form and student signature form.

**APPLICATION & STUDENT SIGNATURE FORMS**

- I. Be sure to complete all the required information on the application form and obtain the required signatures.
- II. If you identify a student as part of your application or at the beginning of the Fall semester, you must identify the student by name and student #.
- III. The student signature sheet must be signed by the recommended student and submitted.

**SUBMISSION OF PROPOSAL AND FORMS**

Turn in your completed proposal and forms by **1:00 p.m., FRIDAY, May 25, 2018.**  
**Late proposals will not be considered.**

**PROCESS**

1. Your proposal will be evaluated on clarity, organization, and innovativeness.
2. Those proposals not following the specified guidelines may not be reviewed.
3. A Senate subcommittee will evaluate the applications and rank them from highest to lowest.
4. Each applicant will be informed of the status of his/her application.
5. The number of requests actually funded will vary according to the availability of monies.

**QUESTIONS**

- If you have any questions or need clarification, please contact your college's academic senate president.

**ACADEMIC SENATE EDUCATIONAL ASSISTANT PROGRAM  
STUDENT SIGNATURE FORM**

Department \_\_\_\_\_

Please print instructor(s) name(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_ Ext. \_\_\_\_\_

I, the R.C.C.D. student named below, am willing to commit to complete the proposed program (not working more than twenty hours per week) as an educational assistant to the above named instructor(s) and/or department/program, **if the proposal is accepted**;

I understand that to be eligible, I must meet certain academic GPA requirements and that I must be enrolled during semesters I will be working as an Educational Assistant in a minimum of six units during Fall and Spring semesters and a minimum of three units during the Winter Intersession;

I also I understand that there is no requirement to enroll in any course to prepare me for my duty as an educational assistant;

Furthermore, I understand that I will need to provide certain information to and meet certain requirements of Human Resources in order to be placed on District payroll;

**I understand that there is no obligation on the part of R.C.C.D. nor its Academic Senates to employ or pay me unless the proposed program is accepted in writing by the District Academic Senate and the Office of Diversity and Human Resources has given me written approval to proceed.**

Name \_\_\_\_\_ (Please print)

Phone Number \_\_\_\_\_

Student Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_