

# Brandeis University \* Office of the Registrar \* 121 Kutz Hall

## Peer Assistantship Add Form—PEER 94A

Student Name \_\_\_\_\_ Sage ID: \_\_\_\_\_ Year Entered Brandeis: \_\_\_\_\_

Box #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Peer Assistantship Course Requested: Department: \_\_\_\_\_ Course Number: \_\_\_\_\_ Term: \_\_\_\_\_

Weekly time commitment (total number of hours per week): \_\_\_\_\_ Breakdown of hours by day:

Monday	_____	Thursday	_____	Saturday	_____
Tuesday	_____	Friday	_____	Sunday	_____
Wednesday	_____				

### Peer Assistant Job Description and Responsibilities

Description of duties and responsibilities of the peer assistant:

Specifically describe any responsibilities of the peer assistant that involve the evaluation of course work assigned in class. Note: peer assistants may not assign grades for any assignment.

Proposed pedagogical instruction: please list specific topics and methods of instruction as agreed upon by the instructor and the peer assistant.

Additional academic work, including reading lists and written assignments, required of peer assistant (*do not list* standard course assignments that are required of all students enrolled in the peer-assisted course).

Instructor' Name: \_\_\_\_\_ Instructor's Signature/Date: \_\_\_\_\_

Student's Signature/Date: \_\_\_\_\_

*Complete form and submit one copy each to Instructor, Registrar's Office (Kutz 121),  
Office of the Dean of Arts and Sciences (MS 120) and retain one for your records.*

## Undergraduate Peer Assistantship Guidelines

Peer teaching yields many benefits to both undergraduate teachers and learners. The following guidelines, developed originally by the Committee for the Support of Teaching and the Educational Policy Committee in 1994, and revised by the Undergraduate Curriculum Committee in 2002, are intended to establish uniform standards across the university for the utilization of undergraduate peer assistants.

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Opportunities to serve as peer assistants are generally limited to juniors and seniors who have demonstrated exceptional academic achievement in completing the course to which they are assigned or its equivalent.

Undergraduates who serve as peer assistants may be compensated for their services or receive one, and only one, semester course credit for their assistance over their entire course of study at Brandeis University.

Credit is offered under the auspices of a PEER 94A course, which requires both instruction in pedagogy and written assignments in support of the peer instructional experience. Credit may not be offered under the auspices of a "98" or "Independent Study" Course. **All PEER 94A courses are graded on a credit/no credit basis.**

At the beginning of the term, instructors and undergraduate peer assistants will discuss course requirements, the peer assistants' weekly time commitment, and the range of the peer assistants' responsibilities (in class, outside the classroom, technical assistance, etc.). Faculty members should also arrange for or provide instruction in pedagogy.

Instructors will also advise peer assistants at the beginning of the term on policies regarding academic honesty and sexual harassment and on procedures for alerting appropriate university officers about such matters.

In each course, the instructor of record should become familiar with each enrolled student's coursework and actively participate in evaluating some or all course assignments. Peer assistants may not assign grades for any assignments, but may assist in evaluating work under the close supervision of the faculty instructor.

Instructors and peer assistants will meet on a regular basis to discuss the progress of the course. Peer assistants must complete an evaluation of their experience, available online at [www.brandeis.edu/das/peereval.html](http://www.brandeis.edu/das/peereval.html) at the end of the semester.

The undergraduate peer assistant and instructor will advise one another of any problem arising in the course as soon as possible so that both can cooperate in addressing the problem.