

History Department Classroom Assistant Agreement

Thank you for agreeing to be an assistant to one of the History Department professors this semester. Whether you are receiving Mentoring course credit (HIST 491) for this experience or not, the Department requires that you read and sign the following agreement:

As you assist professors in and out of the classroom, you will likely have access to student work, including papers, quizzes, and exams. The History Department and the University are bound by strict rules of confidentiality with regard to student grades. The confidentiality of student grades and records is guaranteed as a matter of federal law: the Family Education Rights and Privacy Act (FERPA). In addition to FERPA, the History Department is guided by a set of Bylaws, which include regulations on the role of Classroom Assistants. As a Classroom Assistant, you are specifically required to adhere to the following guidelines. By signing below, you indicate your willingness to follow these guidelines.

1. Classroom Assistants may grade quizzes or tests that do not involve essays or other subjective materials. CA's **may not** grade essays, papers, or anything else subjective.
2. CA's **must carefully protect student confidentiality in handling student work.** When grading, organizing, or transporting student work, CA's are responsible for ensuring that no one else has access to such work, including student names, scores, or comments.
3. CAs may lead discussions or tutorials, and may show videos.
4. CA's **may not** conduct class
5. CA's will not be given access to faculty offices unless the faculty member is present.
6. Any CA violating any of these guidelines will lose the privilege of being a Classroom Assistant, and will not be eligible for such a position in the future.

I _____ acknowledge receipt of these guidelines. I understand that being a Classroom Assistant is a privilege and with such privilege comes responsibility. Thus, I agree to adhere to the above rule as part of my role as a Classroom Assistant for the History Department. I accept full responsibility for guarding the confidentiality of any student work that I handle.

Signed: _____ Date _____

GPA _____

Class standing (junior, senior, etc.) during the term of Classroom Assistantship _____

*Note that Classroom Assistantship is dependent upon department review and approval.

I _____ agree to work with the above Classroom Assistant throughout the _____ semester.

Signed _____ Date _____