

# AAS 685 Instructional Aide Tracking Sheet

Bulletin Description of AAS 685: AAS - Projects in the Teaching of AAS (1-4 units)

Prerequisite: upper division standing and consent of instructor. Academic service learning practicum/internship experience as an **undergraduate instructional aide**. Participation in the teaching of a regular instructionally-related class. **Limited to undergraduate students only.** May be repeated for a total of 4 units.

COMPLETE THE FOLLOWING AND EMAIL FORM TO YOUR INSTRUCTOR

- 1) Major \_\_\_\_\_ Minor \_\_\_\_\_
- 2) All College GPA \_\_\_\_\_ SFSU GPA \_\_\_\_\_ AAS GPA \_\_\_\_\_
- 3) IA Course # \_\_\_\_\_ **→** Currently enrolled in this course? \_\_\_\_\_ Ever taken this course? \_\_\_\_\_  
course# you're an IA for; this cannot be AAS 685
- 4) Have you ever taken AAS 685? \_\_\_\_\_ If yes, sem/year \_\_\_\_\_ total AAS 685 units earned: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

AAS 685 Faculty: \_\_\_\_\_ Units to be earned for this course: \_\_\_\_\_ Current Semester: \_\_\_\_\_

**Academic Class Level: Please check one**

- Undergraduate - Specify class level: \_\_\_\_\_; # of overall units completed \_\_\_\_\_
- Graduate - Please note that this course cannot be taken to receive graduate level units. (see Bulletin description)

**Faculty's description of Instructional Aide's specific tasks and responsibilities for the AAS/ETHS course listed above IF different as described on the back of this sheet ATTACH ANOTHER SHEET IF NECESSARY**

**By signing below, the student acknowledges and agrees with the following:**

1. It is the student's responsibility to enroll in this course with the add permit number before the university deadline.
2. This is a letter grade course.
3. This is an undergraduate level course and cannot be taken for graduate level units.
4. Undergraduate students must be upper division standing and have consent from instructor before enrolling.

**Faculty should review student's unofficial transcript to ensure student's eligibility before signing below.**

Student Full Name as Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AAS 685 Faculty Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**TO COMPLETE THE REGISTRATION PROCESS, YOU MUST EMAIL COMPLETED FORM TO YOUR INSTRUCTOR. UPON REVIEW/APPROVAL, YOUR INSTRUCTOR WILL ISSUE AN ADD CODE TO YOU DIRECTLY. YOU ARE TO ADD THE COURSE ONLINE WITH THE ADD CODE BEFORE THE ADD DEADLINE.**

**AAS 685**  
**Projects in the Teaching of Asian American Studies**  
**General Syllabus**  
**(adopted March 12, 2010)**

UNITS – variable 1-4 units; may be repeated for a maximum total of 4 units.

***BULLETIN* COURSE DESCRIPTION**

Academic service learning practicum/internship experience as an undergraduate instructional aide. Participation in the teaching of a regular instructionally-related class. (Students may earn a maximum of 4 units toward the baccalaureate degree for any course(s) numbered 685 regardless of discipline.)

**PREREQUISITES**

- Upper division standing and consent of the instructor. AAS 685 cannot be taken for graduate level units or credit.
- 3.3 grade point average (GPA) in Asian American Studies and AAS-related courses.
- Student cannot concurrently be enrolled in the class for which he/she is serving as Instructional Aide (IA).
- Preference will be given to students who have previously taken the class for which he/she is serving as IA.

**MINIMUM COURSE REQUIREMENTS (additional requirements subject to the instructor)**

- Regular attendance and participation in every class session.
- Serve as role model and mentor to students in class.
- Responsible, timely, and proactive assistance to instructor.
- MIDTERM – 4-6 page paper on what was learned to date from the IA experience and areas of improvement for the class.
- FINAL – 4-6 page paper on what was learned for the entire semester from the IA experience, which may include:
  - The teaching of Asian American Studies.
  - Working with undergraduate students.
  - Course content/material.
  - Student's relationship to the Asian American community.
  - Student's understanding of theories/analysis/application of the course.
  - Student's own personal growth, identity development, and lifelong learning.
  - Student's understanding and value for social justice, diversity, and internationalization of the Asian American community.
- IMPORTANT NOTE: IAs cannot grade or be involved with any activity/information that might violate the privacy/confidentiality of the students enrolled in the class.

**INSTRUCTIONS FOR ENROLLING IN AAS 685**

- This form is to be filled out jointly by the student and AAS 685 instructor.
- Students wishing to serve as IAs may approach instructors directly or go to the AAS Department office to look for instructors in need of IAs. It is the responsibility of the student to make the initial appointment with the instructor, preferably before or within the first few weeks of the semester.
- Email completed form to your instructor. Upon review/approval, your instructor will issue a permit number to you to officially enroll in AAS 685 online.