

QR ASSOCIATE NAME: _____

PROFESSOR NAME: _____

COURSE NUMBER: _____

NUMBER OF SECTIONS: _____

DAYS AND TIME: _____

MEETING ROOM: _____

SEMESTER AND YEAR: _____

The QR Associates (QRA) are intended to be an additional resource for students in quantitatively oriented classes. QRAs are selected through an application process by the course professor in conjunction with the QR Center Director. QRAs are trained to help students with the course materials and with study strategies.

All students enrolled in the designated course can benefit from the QRA, and **students should be instructed to prepare for study sessions hosted by the QRA** (including reviewing class notes, reading the textbook, beginning problem sets, and determining questions in advance of the session). Students should also be advised that the QRA study groups are not a substitute for individual studying or professor office hours; instead, the QRA is intended to be a supplemental resource. Students should be respectful of the QRA and both parties should alert the professor and QR Center Director if there are any issues. Instructors should communicate this information to their students.

The number of hours a QRA can work per semester varies. The typical QRA works about 35-40 hours per semester. As part of this contract, you will indicate how many hours the QRA plans to work and this will be reviewed by the QR Center Director.

QRAs are trained to assist you and your students in a variety of ways. They **can**:

- help students understand course content;
- develop quantitative skills;
- improve study skills;
- mark students' assignments (not assign points) that have a clear, unambiguous answer;
- provide test preparation strategies.

There are limits on what QRAs can do. They **cannot**:

- be placed in charge of your class without your being present (unless meeting outside of scheduled class time);
- mark assignments that have ambiguous or subjective grading criteria;
- mark any problems on exams or final exams;
- advise you on what grade to give a student.

Please use the list at the end of this document to guide your QRA task assignment. You can share any course materials (including lecture notes and answer keys) with the QRA. However, please **do not** distribute exams or exam answer keys before the test is administered.

If you are asking a QRA to mark low-stakes assignments, you **MUST** provide a detailed answer key for them to follow. The criteria listed in the academic handbook must also be adhered to:

It is inappropriate for student assistants to grade the work of other students, nor should they be asked to do so. They may serve as human scanners of unambiguous multiple-choice or short-phrase answer questions on quizzes or homework assignments, and may compute the numerical results. The instructor is responsible for the accuracy of this, however, and for clearly indicating to students that the SA is not making any evaluative judgments. Hourly examinations, final examinations, and papers of any sort can only be evaluated by the instructor.

Please fill out the following table with the task and approximate time that it will take. Be sure to include expected preparation time for each activity. **Any prep time the QRA will need to work should be included as paid hours in this contract.**

QRA TASK	HOURS
TOTAL	

*Please return this to the Interim Director of the QR Center (Dana Somers – somersd@dickinson.edu) by the end of the first week of classes.

Guidelines for QR Associates:

In addition, you commit to:

- arrive for class on time on designated days;
- honor your appointments with individual students/groups outside of class;
- check email in order to remain in communication with the professor and students;
- attend meetings with the professor as per your contract;
- attend monthly QR staff meetings;
- treat the students who seek your assistance with the highest degree of professionalism;
- refer any serious problems or complaints to the QR Center Director.

Guidelines for Professors:

You commit to:

- make changes to the job description tasks only with the consent of the QRA;
- adhere to hours agreed to in this contract, unless a change is approved by the QRA and QR Center Director;
- communicate directly with the QRA about your needs and/or QRA's performance;
- never leave the QRA in charge of the class in your absence unless a colleague is present;
- refer any serious problems or complaints to the QR Center Director.

Rules of Engagement:

- | | |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you want feedback from me on individual students by name? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you want me feedback from me on the class as a whole? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you want me to report to you about student participation in out-of-class activities, like study groups? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have a plan to hold students accountable for their work with me (i.e., deducting points for missing sessions or conferences with me, or rewarding students with points for attending study groups)? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Would it be appropriate for me to contact you to check-in? The alternative being that I wait for you to contact me. |
| _____ | How often would you like me to be in contact with you during the semester? |

I agree to the terms listed above. I understand that my inability to fulfill this job description and/or comply with these guidelines may result in the termination of this collaboration.

QR ASSOCIATE SIGNATURE:

PROFESSOR SIGNATURE:

Below is a list of possible QRA tasks:*

Mini-Lessons
<ul style="list-style-type: none"> • recommended 15-30 minute lessons • interpreting and assessing validity of data sources • organizing an Excel spreadsheet • making graphs in Excel • using a scientific calculator • computing statistics with or without a graphing calculator • analyzing data sets • calculating unit conversions • understanding the order of operations • ...or any other quantitative topic you and the QRA are comfortable with
Study Groups
<ul style="list-style-type: none"> • recommended 60-90 minute sessions every week or every other week • discuss concepts, solve problems, and improve study strategies
One-on-One Assistance
<ul style="list-style-type: none"> • recommended 15-30 minute meetings • meet with students for one-on-one conferences at the QR Center for homework assignments • meet with students for one-on-one conferences at the QR Center for projects or labs • give formative feedback on project ideas, lab reports, etc. • help students generate specific direction for research (i.e. projects, lab design, etc.)
In-Class Activities
<ul style="list-style-type: none"> • recommend to be a class period, or part of a class period • introduce him/herself and discuss role of the QRA • assist students with making appointments in the QR Center • help students with presentation preparation • attend labs • assist with library research • help students find and use data • help students use excel or statistical software • help students with in-class problem sets
Collaboration with Professor
<ul style="list-style-type: none"> • recommend about 15-30 minutes every other week • meet with professor to share insights and observations about the class • read select materials for the course • give feedback to professor on prompts, rubrics, and assignments • identify areas of difficulty for students
Mark Low-Stakes Assignments
<ul style="list-style-type: none"> • mark low-stakes student assignments (unambiguous problems only – such as multiple-choice) with answer key provided (exams and final exams must be graded completely by the professor); • compute total numerical point value ONLY on the unambiguous problems graded with answer key.

*If there is a task you would like the QRA to perform that is not on this list, please contact the QR Center Director.