**Guidelines for the Use of e-Learning Teaching Assistants**

*Introduction*

In order to provide an exceptional online experience, e-Learning has limited funding for Teaching Assistants.

Teaching Assistants (TAs) are paid a stipend of $500. This equates to approximately three hours of work per week.

*Application and Evaluation Process*

Faculty who are interested in hiring a TA must fill out the Application to Hire a Teaching Assistant and submit it, along with approval from their Department Chair and Dean.

Funding for TAs is tied to online student fees. Thus, the ultimate question that the e-Learning Fellows will use to evaluate proposals is:

1. How the use of the TA will enhance the quality of students’ online course experience?

TAs are not intended to substitute for faculty presence in a course.

*Rules for TA Use*

* Teaching Assistants may only be requested for courses that have an 800 suffix (are totally online).
* Teaching Assistants must comply with all FERPA regulations.
* The Faculty member is responsible for hiring and providing appropriate training for the TA.
* TAs cannot be enrolled in the class in which they are assisting as students.

*Guidelines for Hiring/Granting TA access*

* TAs are required to be current students at MSU Billings.
* All paperwork for hiring of TAs (generally the completion of the EPAF) must be completed by the department that houses the faculty member who is using the TA.
* TAs must fill out hiring paperwork in HR as soon as possible after being selected by the faculty member to TA.
* TAs are required to submit a bi-weekly timesheet.
* TAs are subject to hourly restrictions (they may not work a total of more than 19 hours per week for ALL University employment)
* Faculty are required to request access for their TA to D2L via an email to the Director of e-Learning in a timely manner (approval of the TA does not automatically ensure the TA will have access to the course)
* At the end of the semester, TAs will be surveyed by a member of the e-Learning team in order to see how they have been utilized in the course.

*Best Practices for use of Online Teaching Assistants*

TAs have the ability to enhance a course in any number of ways. Based on prior applications, these are the ways that faculty have included TAs in their courses that have a strong impact on student lerning

* Discussion moderator
* Course material tutoring
* Research for enhanced materials for the course
* Help with D2L technology (including captioning, building modules, embedding videos, Webex, etc)
* Provide a contact point for students who have questions about the course