

Center for Academic Program Support
Online Learning Assistant- Instructor Application

What is a CAPS Online Learning Assistant (OLA)?

OLAs are trained CAPS tutors that are embedded in your online course. They are UNM students who have previously taken the course and excelled. OLAs work with students under the instructor’s guidance during the duration of the course. They focus on helping improve student learning outcomes and foster engagement with course material and challenging course concepts.

Role of Learning Assistants

Academic Support

- Engage in difficult course material with students.
- Provide opportunities to deepen content.
- Encourage students to think critically about the subject.
- Lead group or one-on-one tutorials/discussions on the content covered in the course.
- Provide feedback on student writing or other assignments.
- Grade low stakes assignments with a rubric.

Online Setting Support

- Model and teach appropriate netiquette.
- Share successful online learning/academic strategies.
- Show students how to maximize the benefits of online learning.
- Guide and maintain student's involvement in online discussions to encourage active construction of knowledge.

Building Community

- Model and encourage communication between students in the course.
- Provide online group review sessions for the class (through World White Board or Learn).
- Help promote and model diversity and inclusion among learners.

Benefits of having an Online Learning Assistant

- An OLA offers students in your course the perspective of an experienced student in class discussions.
- Through a peer tutoring model, OLAs can and build community among online students.
- It can help expose students to tutoring who may not seek it otherwise.
- OLAs are CAPS employees and thus your department does not inquire any cost in you having one for your course.

Deadline to submit application for Spring 2018 courses is September 22, 2017.

- UNM courses with an OLA (embedded tutor) on average have lower DFW rates and higher A & B rates.

Limitations of Online Learning Assistants

OLAs are not able to:

- Teach new concepts the course instructor has not already introduced.
- Lead the class without the instructor present (in the case of webinars).
- Grade quizzes, exams, or final papers.
- Enforce class management or discipline policies.

Faculty/Instructor Roles and Expectations

As OLAs support your course we ask that you make the following commitments:

Communication

- Meet with the tutor for at least 1 hour/ week. Communication between tutor and instructor is key for the OLA program. This can take place online or in person.
- Communicate with Online Program Specialist throughout the semester.

Training

- Attend mandatory Center for Teaching and Learning OLA session/training. Faculty Training will be October 20, 2017 1-4pm.
- This training will provide ideas and guide the instructor on how to integrate an OLA into your curriculum.

Embedding the Learning Assistant

- Incorporate the OLA into your curriculum.
- Provide opportunities for the OLA to interact with your students through assignments, review sessions etc.

How do I request an OLA for my course?

Due to the limited number of tutors available, there is a short application process. Applications will be reviewed by a committee. Assignment of an OLA to a course will be dependent on tutor availability, the type of course and the way the OLA is incorporated into the curriculum. Applications will become available the semester prior to when the course will be offered.

Is my course the right fit for an Online Learning Assistant?

Here are some characteristics:

- The curriculum for your course allows for minor adjustments to incorporate the tutor.
- Your course has frequent, challenging assignments.
- It is a traditionally challenging course for undergraduate students.

Who can I contact for more information?

Please contact Dayra Fallad-Mendoza, CAPS Program Specialist for Online Learning at 505-277-7059 or dfallad@unm.edu.

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Application

- 1.) Instructor Name _____
- 2.) Name of course _____
- 3.) Length of course:
 8 weeks 16 weeks
- 4.) Is this a large, introductory course?
 Yes No
- 5.) If given an OLA for your course, will you be able to attend the Center for Teaching and Learning
 OLA Instructor training on October 20, 2017 1-4pm?
 Yes No
- 6.) What is the student capacity of your course? _____
- 7.) What are the learning outcomes associated with this course?

- 8.) When an Online Learning Assistant (OLA) is intentionally incorporated as part of the course, students benefit the most. It is important that tutors and instructors work closely together to ensure success. In 500-750 words please provide a brief explanation of how you would utilize a CAPS OLA in your course.

9.) Please provide the names and email addresses of three potential OLA candidates for your course.

- (We cannot guarantee that the student you refer will be your tutor, they must go through the CAPS hiring process, be selected to become an OLA and meet CRLA requirements.)

Name: _____ email: _____

Name: _____ email: _____

Name: _____ email: _____

10.)Additional Comments:

11.)Please attach the syllabus for the course if available (you can provide the syllabus for previous semesters).

Please submit your complete application (including any additional attachments) to Dayra Fallad-Mendoza through email at dfallad@unm.edu.

For resources and ideas on how to incorporate an OLA into your online course, [click here](#).

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