**Course Assistance Pilot Program**

Summer 2020, Plant Sciences

***– Course agreement form –***

Graduate student: thank you for your participation in this pilot project, which has three aims: (1) enhancing our online/remote course offerings, (2) providing you with additional exposure to modern pedagogy, and (3) providing you with a little additional financial support. We expect the project to take about 40 hours (for which you would earn $1000). If the needs are greater (or less), this is flexible; just stay in touch. Track your hours spent on the project. Upon completion, inform Dr. McMahon and Amanda, who will disburse the stipend to your bursar’s account.

Please complete this form together with your faculty instructor, and submit this, and any questions, to Dr. McMahon. Thank you again -- we appreciate your efforts to help the students and the unit.

***Team:***

* Graduate student: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Semester the course will be taught: \_\_\_\_\_\_\_\_
* Current date: \_\_\_\_\_\_\_\_

***Course attributes:***

* Has the course been taught before? \_\_\_\_\_\_\_
* Has the course been taught online/remote before? \_\_\_\_\_\_\_
* What is the intended modality (flex in person, live remote, asynchronous/icourse)? \_\_\_\_\_\_\_\_\_

***How can the GTA best assist the faculty member?***

Please work together to develop a list of tasks and an estimation of how long each will take. The exact tasks will depend on the specific course and may evolve during the project. This is just to get you started. Delete the example, and list here the tasks you both develop.

Example tasks, and example expected time investments:

1. Learn how to ensure accessibility for digitally accessed materials: 4 hours
2. Evaluate all course materials for accessibility (correct tags, etc): 10 hours
3. Convert a word document to a library of quiz questions in d2l: 2 hours
4. Scan or find images to use in the course
5. Develop thorough, clear navigation in d2l
6. Create transcripts / closed captions for recorded lectures: 20 hours