

Guidelines for working with academic coaches

Background: Faculty members teaching large section courses may, upon approval of their department chair, request an academic coach from Instructional Connections (IC). To do so the faculty member fills out this form in detail and submits to IC. IC will send a list of coaches that meet the qualifications requested by the faculty member. The faculty member then ranks orders the list in terms of preference and returns to IC. Prior to the beginning of the course, IC will arrange a conference call between the faculty member and coach to discuss the course details, arrange for access to the course LMS, etc. If at any point during the course the coach is not performing up to expectations, the faculty member may contact IC who will promptly remove and replace the coach. At the end of the term the faculty member will be asked to complete a short survey regarding the coach's performance.

Guidelines:

- Orient part time faculty/academic coaches to course, paperwork expectations via an introductory call at least one week prior to the first week of class
- Monitor grading conducted by coaches periodically, requesting input from academic coaches about students at risk.
- Regularly assess quality of feedback given to students by academic coaches
- Communicate course/assignment/program changes to academic coaches
- Regular meetings/ communications with academic coaches during the term
- Communicate with Instructional Connections about performance of academic coaches