

**Honors 497: Undergraduate Teaching Assistant
PA Contract Form—Fall 2008**

Purpose:

The major purpose of the undergraduate **Preceptorial Assistant (PA)** is to support faculty Preceptors throughout the fall semester in fostering a successful educational and developmental experience for all first year students. Each **PA** will be assigned to and responsible for a particular Preceptorial class. The **PA** is expected to serve as a mentor for first year students and as a liaison and facilitator for faculty Preceptors.

Duties:

- Read and be familiar with FYE on-line resources.
- Maintain a reflection journal that will be submitted to faculty Preceptors at the conclusion of the Fall semester.
- Participation in a series of training workshops organized by members of the FYE Advisory Board.
- Communication with Preceptorial group during the summer prior to fall enrollment.
- Participation in all Torero Week activities associated with one's Preceptorial assignment.
- Convene Preceptorial group meetings at least four times during the fall semester (e.g., 3rd week, midterm, registration logistics, end of the semester). These meetings can focus on issues such as prudent time management, effective study skills, successful test preparation, utilizing campus resources, and keys to successful interpersonal communication.
- Meet with faculty Preceptor at least four times (spring workshop, 3rd week of fall, fall midterm, 10th week of fall).
- Monitor preceptees' participation in co-curricular activities (e.g., FRESH@USD program, Liberal Arts Beyond the Classroom, Information Literacy Tutorial).
- Assist with the planning and implementation of a co-curricular event (e.g., community service, field trip, hike, barbeque).
- Serve as a peer mentor for first year students and as a liaison between students and faculty Preceptors.

Approval: _____(Preceptorial Assistant)

_____(Faculty Preceptor)

_____(Preceptorial Director)