So you’re interested in having Learning Assistant for your class. Here is what you need to know:

**What is a Learning Assistant?**
A Learning Assistant, or LA, is a Chabot student who has been requested by an instructor to assist in the classroom. LA’s are part of the Learning Connection program and receive monetary compensation for their work. They must meet the following criteria:

- Have taken the class for which they are being requested and passed with grade of A or B
- Be current Chabot students
- Complete the LC Scholar application process, which includes application, interview(s), and all required hiring paperwork

**Is there anything I will need to do as an instructor?**
Yes! You play a vital role in the process. You will need to:

- Submit Learning Assistant Request form each semester (one form per section/CRN)
- Attend meetings with the Coordinator (typically yearly)
- Allow your section/CRN to participate in Student Engagement survey facilitated by the Office of Institutional Research
- Communicate with your LA and with the LC Coordinator and staff as needed. This includes signing off on your LA’s weekly time log to verify the number of hours he or she worked.

**That sounds great! How do I request a Learning Assistant?**
To request a LA, instructors must complete the Learning Assistant Request form, available on the LC website: [http://www.chabotcollege.edu/learningconnection/learningassistants/](http://www.chabotcollege.edu/learningconnection/learningassistants/)

Request forms must be submitted each semester. Our recommendation/application cycle is a semester ahead, so to request a LA for the fall semester, you will need to submit your request form during the spring semester prior. Deadlines are listed on the website and the request form itself.

**Anything else I need to know?**

- Speak with the student(s) you are requesting as LA’s before you submit your request form. This gives you a chance to see if they are (1) interested and (2) available for the times you will need them.
- List more than one student on your Request form! We invite all students listed on the Request form to apply and interview; if your first choice is unable to accept the position, we can offer it to the next student you listed.
- The amount of hours that can be funded differs per program dependent upon funding source and may change each semester.
Typical Time Line for Learning Assistant program

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<th>Month</th>
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| April   | • Learning Assistant request forms **for the Fall semester** are due  
        | • LC staff process requests and send out invitations and LC Scholar  
        |   applications to students requested as Learning Assistants.        |
| May     | • LC Scholar applications are due                                         
        | • Program Coordinator interviews LC Scholar applicants                |
| June    | • Budget for next FY is reviewed and provisional LA allocations are      
        |   determined                                                           
        | • Instructors informed who LA will be and provisional LA allocation    
        | • LA’s must complete hiring paperwork for processing by District HR    
        |   office                                                              |
| July    | • LC staff begin notifying instructors when LA’s have been approved by HR|
|         |   to begin working in the classroom                                      |
| August  | • Fall semester starts                                                   
        | • LA’s may being working in classroom **once they have approved by HR**|
| October | • Spring semester LA request form is available online                    |
| November| • Learning Assistant request forms **for the Spring semester** are due   
        | • LC staff process requests and send out invitations and LC Scholar    
        |   applications to students requested as Learning Assistants.         |
| December| • LC Scholar applications are due                                         
        | • Program Coordinator interviews LC Scholar applicants                
        | • New LA’s must complete hiring paperwork for processing by District HR|
| January | • Instructors informed who LA(s) will be and provisional LA allocation(s) |
|         | • LC staff begin notifying instructors when LA’s have been approved by HR|
|         |   to begin working in the classroom                                      
|         | • Spring semester starts                                                 
|         | • LA’s may being working in classroom **once they have approved by HR**  |

**Other Important Information**

- Because Learning Assistants are CLPCCD employees (Student Assistant position), they must complete a hiring packet their first semester, which includes providing TB test and I-9 ID documents. It can sometimes take up to two months for HR to process hiring packets, and they cannot begin working until they have been approved. Please encourage LA’s to complete the hiring paperwork ASAP, once they have been offered a position.
- Another option for in-class help is a **TA position**. TA’s receive units for their work, rather than financial compensation, through the GNST 10 course. Please speak with your division Administrative Assistant if you are interested. Please note, **TA’s are not part of the Learning Connection program**.