

## **Undergraduate Student and Faculty 2020-2021 Students as Partners Program (SaPP) Acknowledgment of Understanding**

This Acknowledgment of Understanding is between the Instructor and student for the 2021 Students as Partners Program (SaPP).

The term of this Acknowledgment will become effective during the duration of the program.

All hours must be completed before the end of the Summer term. If the number of hours required changes, it is the instructor's responsibility to immediately notify the Discovery Centre Coordinator.

If one or both partners are no longer able to continue with the project, it is the instructor's responsibility to immediately notify the Discovery Centre Coordinator.

Both the faculty and student partner have read and agreed upon the following program conditions:

- I. **The Faculty partner promises to** provide clarity of student partnership role/expectations and abide by them throughout the tenure of the program. The student work will not resemble a Teaching Assistant and is not meant to alleviate instructor's workload. The faculty partner will ensure continuing supervision during any leave of absence from the University (e.g., conference, medical, parental). They will communicate regularly with the Discovery Centre Coordinator with regards to student hours worked. The contract instructor/learning support staff will share communication with the community on the project.
  
- II. **The Student partner promises to** dedicate the necessary time and effort to complete this program (as outlined in the application form). The student will always conduct themselves in a professional and ethical manner when dealing with other students, employees, faculty and research participants. The student will share communication with the community on the project.

The student partner also promises to complete all casual employee mandatory training and new casual employee forms, as outlined on the Human Resources website: <https://carleton.ca/hr/new-employees/new-casual-employees/>



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By submitting the Students as Partners Program (SaPP) online form, the instructor and student declare they have read, understood, and agreed with all the above contents of the Students as Partners Program (SaPP) acknowledgement of understanding and will strive to fulfill all parts therein.



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This Acknowledgment of Understanding is between Teaching & Learning Services and the Instructor for the 2021 Students as Partners Program (SaPP).

The term of this Acknowledgment will become effective during the tenure of the program.

The specific terms of this Acknowledgment are as follows:

The projects funded through SaPP must provide an opportunity for students to:

- I. Contribute to the academic directions of the projects; they are not meant to alleviate instructors/staff workload.
- II. The student work is not meant to resemble a Teaching Assistant or meant to alleviate instructor's workload.
- III. Co-design and contribute to the development of curriculum.
- IV. Source and organize course materials, media, and appropriate learning resources.
- V. Help design and maintain a cuLearn course site.
- VI. Format and prepare assessments.
- VII. Incorporate educational technologies.
- VIII. Enhance the use and understanding of assessment criteria.
- IX. If application is approved, the faculty member and student will abide by the specific project roles outlined in the application form
- X. Faculty supervisor must not be on sabbatical or leave. They are required to be working on a current relevant teaching project
- XI. If faculty and/or student are no longer able to continue with the project, they must immediately notify the Discovery Centre Coordinator
- XII. Both faculty and student will share their work at the end of the academic year. This may include a report, showcase, blog post, social media or other acceptable ways of reporting.

In consideration of the Acknowledgment detailed above, the Instructor agrees that they shall abide by the aforementioned terms.

This Acknowledgment of Understanding cannot be modified in any way unless such modifications are made in writing and signed by both Teaching & Learning Services and the Instructor. This document constitutes the entire Acknowledgment between both Parties.

By filling out the online Students as Partners Program (SaPP), the Instructor agrees to be bound by the terms of this Acknowledgment of Understanding.