

This Acknowledgment of Understanding is between the instructor, librarian or teaching support staff member and the student for the Students as Partners Program (SaPP).

The terms of this acknowledgment will be effective for the duration of the program.

All hours must be completed before the end of the term. If the number of hours required changes, it is the instructor/librarian/teaching support staff member's responsibility to immediately notify Teaching and Learning Services (TLS).

If one or both partners are no longer able to continue with the project, it is the instructor/librarian/teaching support staff member's responsibility to immediately notify TLS.

Both the instructor/librarian/teaching support staff member and student partner have read and agreed upon the following program conditions:

- I. **Instructor/librarian/teaching support staff member responsibilities:** The instructor/librarian/teaching support staff partner promises to provide clarity for the student partnership role/expectations and abide by them throughout the tenure of the program. Student work will not resemble a teaching assistant and is not meant to alleviate the instructor/librarian/teaching support staff member's workload. The instructor/librarian/teaching support staff partner will ensure continuing supervision during any leave of absence from the university (e.g., conference, medical, parental). They will communicate regularly with TLS with regards to student hours worked.
- II. **Student responsibilities:** 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, instructors and research participants. The student will share their experience in the program with the Carleton community. The student partner also promises to complete all casual employee mandatory training and new casual employee forms, as outlined on the [Human Resources website](#).

By submitting the SaPP online application form, the instructor/librarian/teaching support staff member and student declare they have read, understood and agreed with all the above contents of the SaPP Acknowledgement of Understanding and will strive to fulfill all parts therein.

This Acknowledgment of Understanding is between Teaching and Learning Services (TLS) and the instructor/librarian/teaching support staff member for the Students as Partners Program (SaPP).

The terms of this acknowledgment will be effective for the duration of the program.

- I. The projects funded through SaPP must provide an opportunity for students to contribute to the academic directions of the project. Projects may include:
 - i. Co-designing and contributing to the development of curriculum
 - ii. Sourcing and organizing course materials, media and appropriate learning resources
 - iii. Incorporating educational technologies
 - iv. Helping design and maintain a Brightspace course site
 - v. Formatting and preparing assessments
 - vi. Enhancing the use and understanding of assessment criteria
- II. The student work is not meant to resemble a teaching assistant or meant to alleviate the instructor/librarian/teaching support staff member's workload.
- III. If the application is approved, the instructor/librarian/teaching support staff member and student will abide by the specific project roles outlined in the application form.
- IV. The instructor/librarian/teaching support staff member must not be on sabbatical or leave. They must be working on a current teaching project.
- V. If one or both partners are no longer able to continue with the project, it is the instructor/librarian/teaching support staff member's responsibility to immediately notify TLS.
- VI. The student partner will share their work at the end of the academic year at a showcase event or by completing a report, blog post or video. If you have another idea for reporting on the partnership, please contact TLS for approval.

By submitting the SaPP online application form, the instructor/librarian/teaching support staff member declares they have read, understood and agreed with all the above contents of the SaPP Acknowledgement of Understanding and will strive to fulfill all parts therein.

This Acknowledgment of Understanding cannot be modified in any way unless such modifications are made in writing and signed by both TLS and the instructor/librarian/teaching support staff member. This document constitutes the entire acknowledgment between both parties.