

STUDY GROUP ASSISTANT PROCEDURES

Thank you for volunteering to be an LIR Study Group Assistant! You play a vital role in ensuring that this Study Group runs smoothly and efficiently. Your duties as Study Group Assistant follow. You will find the following in your packet:

- **Attendance roster.** Please ask all members participating in the Study Group to sign the roster at the beginning of each session. Ask the member to check the email address listed for accuracy, too.
- **Three copies of the Class list.** One copy is for the Instructor and one is for the Social Coordinator.
- **Lunch & Learn Schedule.** Please announce upcoming Lunch and Learn programs and encourage students to come to these interesting programs. Remind them of the need to RSVP so we can ensure we have sufficient space and materials for everyone.
- **Emergency Contact Sheet.** Ask students to fill this out. Keep with your class materials—hopefully, you'll never need to use it. Discard at the end of term.
- **Certificate Signup Sheet.** Ask students to fill this out if they want a certificate of completion. Please return it to the Senior Programs offices, NEC 338, by the **end of the second week of classes**. It may be mailed in to USF Senior Programs, 4202 E. Fowler Ave., NEC 116, Tampa, FL 33620. Then, please arrange to come by and pick up the certificates—or, if you are not coming to campus, contact Mary Ettinger (813/974-8422) and ask they be mailed to you. Ask the study group leader to sign them, distribute them. Return any certificates that aren't picked up; we'll arrange to get them to the member.
- **Social Coordinator Procedures.** This information is for the Social Coordinator.
- **Evaluations.** Please announce at the first class meeting that there will be evaluations to be completed by the last class meeting, but do not distribute them before the **second to the last** study group session. When you distribute them, remind members that there are **two sides** to the evaluations and encourage comments that might be helpful in future study groups.
- **Tally Sheet.** Please take a few minutes to complete these after you collect all of the evaluations, and return this with the evaluations when the study group is complete.

Comfort: Please locate the restrooms and water fountain nearest the classroom and provide directions to members.

Room Changes: Occasionally changes in the room location are necessary for one or more sessions. Inform the instructor and the class at the first class, and remind them again the week before the change, notifying any absentees.

Assisting: If you are comfortable in doing so, please assist the Study Group Leader with equipment, handouts, and the arrangement of tables and chairs in the classroom. Senior Programs arranges special A/V needs and support in advance. Any concerns or questions concerning equipment in the College of Public Health (COPH) should be directed to the reception desk. All photocopying is done in the Senior Programs office.

Please remind SG Leader of the break if he/she forgets.

Liaison: Please act as a liaison between Study Group members and LIR's leadership. If the class experiences uncomfortable situations, 'problem' or disruptive students, please call the Senior Programs office and let us know so we can address the situation. You do not need to 'fix' or address any problems, please allow us to do this. Contact the LIR Coordinator (Joseph McAuliffe) at 974-5166 or the Director of Senior Programs (Ara Rogers) at 974-5263 with any questions, concerns and/or comments. We view you as our 'eyes and ears' in the classroom, and appreciate your help in maintaining a healthy and positive classroom climate!

Important: Classes may not be taped without permission from the university, and permission from the students. Also Study Group Leaders should not promote or sell their products or services.

**** ON CAMPUS STUDY GROUPS ****

- **Parking Information Maps (on-campus groups only).** Depending on the time and location of your study group, parking may be scarce. To avoid stress and aggravation, please remind members that shuttle bus route E runs every 7-8 minutes (every 15 minutes in the summer) from Lot 43 (Remote parking) to near the front of the College of Public Health.
Remind students about the need to display their parking permits on their vehicle dashboard at the first class.
- **Safety: The emergency telephone number is 974-2620.** (Note: Only university police can access 911 on the university phone lines.) During **fire drills**, please direct everyone to exit the room, close the door behind the last person, and exit the building. Only re-enter the building when instructed to do so by USF personnel.

Our Thanks, Your Reward: When your study group sessions are completed, and you have turned in your tally of the Evaluation Sheets, Senior Programs will provide you with a **free parking permit** for the next session of classes. It will cover any campus classes that you might take for one term.

Thank you again and enjoy your study group!!!

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