

# Instructional Aide

Student: \_\_\_\_\_  
Date.....: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Advisor: \_\_\_\_\_  
Position: \_\_\_\_\_

**Scope:** Instructional Aide positions at LCCT provide students opportunity to apply academic knowledge and skills to various LCCT needs and requirements. These needs are general instructional in nature and are essential to the daily function of LCCT classes and technical programs. The duties will include but not be limited to following:

- Curriculum development.
- Peer and staff level training (technical and non-technical).
- Technical support.
- Technical lab assistance.
- Web site development & support.
- Customer support.
- Management Information Services (assist with files and data management).
- And other staff requested tasks and projects .

**Work hours:** Students may work up to 3 non primary or regular class hours per day. Additional hourly credit will be applied for special projects.

**CREDIT:** Credit for work accomplished is assigned at the rate of **.25 credits per 35 clock hours** of work performed.

**Performance Requirements & Credit Assignments:** Credit is assigned when the following are completed and submitted:

- 1) A time sheet submitted on a Star Office spreadsheet recording 35 hours expended.
- 2) A one page typed summary of work and/or projects completed.  
Include at least 8 accomplishments or activities performed (examples: persons helped and how, new skills learned, products or projects completed, etc.)  
Use Expository / Report essay format. **!!!\*\* Check spelling & grammar!!!\*\***
- 3) A copy of this form as a cover page.
- 4) Any additional performance criteria as required by the Instructor or Ad visor

### COMPLETION:

Student signs: \_\_\_\_\_ Date: \_\_\_\_\_

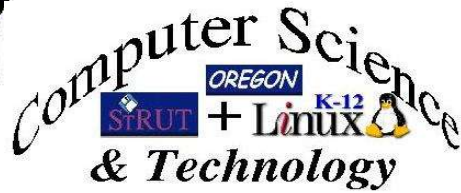
Advisor signs: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Assigner:: \_\_\_\_\_ Date: \_\_\_\_\_

### Additional Performance Criteria:

- \_\_\_\_\_
- \_\_\_\_\_

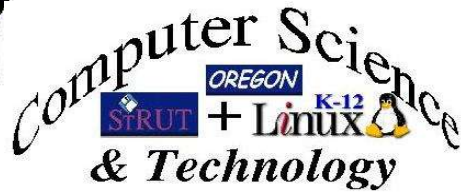
Student Initials: \_\_\_\_\_ Advisor/Instructor Initials: \_\_\_\_\_



# Technical Aide Time Sheet

Student: \_\_\_\_\_  
 Date.....: \_\_\_/\_\_\_/\_\_\_  
 Advisor: \_\_\_\_\_  
 Position: \_\_\_\_\_

<i>Date</i>	<i>Description of work done</i>	<i>Time In</i>	<i>Time Out</i>	<i>Instructor Initial</i>	<i>Date</i>
Sat					
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# Technical Aide Time Sheet

Student: \_\_\_\_\_  
 Date.....: \_\_\_/\_\_\_/\_\_\_  
 Advisor: \_\_\_\_\_  
 Position: \_\_\_\_\_

<i>Date</i>	<i>Description of work done</i>	<i>Time In</i>	<i>Time Out</i>	<i>Instructor Initial</i>	<i>Date</i>
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