April 19, 2024

**RE: Apprentice Teacher (AT) Position**

The Apprentice Teacher is expected to support the instructor in two tasks: (1) grading homework assignments and (2) supporting students over the course of the semester.

*Task 1, Grading*

A homework task includes the following components:

1. The homework solutions submitted by students
2. A homework key submitted by the instructor

Homework solutions are submitted by students in physical form (i.e., they are printed). Homework solutions must have clearly labeled numbers, be stapled in the top left, and be the student’s own work.

Homework assignments will be graded by the apprentice teacher within one week of the day that they are handed to the apprentice teacher. If a homework solution is *X* days late then the apprentice teacher will be asked to return the graded document *X* days past when the on-time homeworks were submitted.

Graded homework should be delivered to the instructor in a manilla folder or equivalent container that maintains the homeworks’ privacy. Grades should not be discussed between an apprentice teacher and student unless the apprentice teacher receives approval from the instructor. The apprentice teacher will direct any student concerns about grading to the instructor to deliberate.

*Task 2, Supporting students with one office hours per week*

Apprentice teachers are expected to spend approximately 3hrs per week aiding students with classroom content. Support can include, but is not limited to, an email conversation between apprentice teacher and student (or set of students), debugging code that cannot run or runs but produces the wrong output, hosting a one “office hour” in the same location each week where students can spend time supporting one another and where the apprentice teacher supports student progress on course content. The apprentice teacher is not allowed to provide homework solutions.

*Process and conduct*

If the apprentice teacher feels uncomfortable supporting student content or feels, in anyway, that students aim to receive homework solutions from the apprentice teacher then it is the duty of the apprentice teacher to report this to the instructor. Under any circumstance, and for any reason, the apprentice teacher is welcome to contact the instructor to clarify: grading, support, conduct, student concerns or issues. Feedback on course content and on student ability is welcome and encouraged by the instructor.

If the apprentice teacher must miss grading or student support then they are expected to contact the instructor one week ahead of time so that the instructor can make suitable arrangements.

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