

CIVC 101 Course Assistant Position Description

Civic engagement is making a difference in the life of individuals and communities through collective, public problem solving. Drexel is committed to becoming “the most civically engaged university in the United States,” encouraging students, staff, and faculty to be responsible members of their local and global communities and to use their skills to address societal issues with the goal of improving quality of life for everyone. One dimension of Drexel’s commitment is educating students on what it means to be an active, responsible citizen through classes, research, and clinical experiences.

CIVC 101: Introduction to Civic Engagement is meant to be students’ first educational experience in their civic engagement journey. The curriculum, managed by the Lindy Center for Civic Engagement and taught by adjunct instructors and Course Assistants, gives students a basic understanding of the broad definition of civic engagement and invites students to critically examine key concepts related to civic and community engagement, including identity and social location, community, and systems of power. As a Community-Engaged Learning (CEL) course, students not only learn and discuss concepts in class but also put them into practice by engaging with each other and their communities and reflecting on the deeper meanings of their classroom and community experiences. The course relies heavily on sociological and social justice concepts—recognizing that social issues and barriers to engagement in society are systemic and related to identity, social groups, power, and privilege.

Consistent with the mission and vision of the Lindy Center for Civic Engagement and the University’s goals, below are the learning outcomes for this course. Student will be able to:

- Define civic engagement and community engagement and key concepts such as identity, community, and systems of power.
- Practice skills related to civic engagement (self-awareness, relationship building, dialogue, reflection, etc.) in real-world situations through direct community engagement.
- Identify social issues connected to direct service at a community partner, and be able to identify and critically examine additional social issues in class.
- Envision their own identity as an active, engaged, responsible citizen.
- Recognize how effective individual actions can affect social change.
- Identify examples of power and privilege and be able to explain their impact in everyday life.

Course Assistant Role, Responsibilities, and Qualifications

Every CIVC 101 section is taught by an Adjunct Instructor and every instructor is paired with a Course Assistant. Course Assistants are vital both in the classroom and in the overall CIVC 101 team—in the classroom, CAs work with their instructor to shape a role that might include facilitating lessons and discussion, assessing student performance, and supporting students in their projects and assignments. Outside the classroom, CAs are part of a larger community of instructors, teaching assistants, and staff who continually share best practices, classroom tools, and feedback about the course.

Qualifications:

- Interest in a peer leadership role that includes working closely with an adjunct faculty member and facilitating classroom discussion, assessing student performance, and supporting students through their projects and assignments

- Comfort discussing concepts of civic and community engagement and social justice (race and racism, inequality, discrimination, power and privilege, etc.) and a desire to deepen learning and engagement with these concepts
- Commitment to creating inclusive, equitable, anti-racist classroom environments that center and reduce harm to marginalized students.
- Desire to participate in and contribute to the community of adjuncts, course assistants, and staff members who comprise the CIVC 101 team
- Course Assistants should be undergraduate students who have taken CIVC 101 already and can make a multiple term commitment to the role (students who are graduating within one or two terms of applying typically will not be hired).

Responsibilities:

Note that all Course Assistants will work with their assigned instructor each term to solidify their role in the classroom, so these may not apply to all situations.

- Complete a training before your first working term and meet with an assigned CA mentor
- Attend at least 3 meetings with a CIVC 101 team member (CA Leader or staff member) throughout each term you are working
- Meet regularly with the instructor you are assigned to and complete any tasks they assign to you (within reason and in accordance with what you both agree for the term)
- Attend every class, assisting the instructor with preparation of class materials or facilitation as requested
- Facilitate class discussions and make class presentations
- Assist instructor with assessment, attendance tracking, and other classroom logistics as needed and agreed upon
- Track student completion of volunteer requirement and/or other projects
- Communicate regularly with CIVC 101 team in the Lindy Center about classroom and student status
- Attend student leadership development workshops throughout the year, as offered by the Lindy Center and other offices on campus
- Assist with new CA recruitment, mentoring and training as needed

CAs should generally expect to spend 3-6 hours per week on their work for CIVC 101, though some weeks of the term are busier than others. Course Assistants are paid biweekly (rate is \$10/hour).

In addition to the responsibilities listed below, we consider CAs to be student leaders within the Lindy Center. Our student leaders demonstrate a personal commitment to civic engagement, serve as knowledgeable resources for others, and work to develop the civic identities of all Drexel students. We may also call upon CAs to represent the Lindy Center at information sessions and campus events, as well as for further leadership positions (opportunities are generally paid opportunities and some further leadership positions come with a higher hourly rate).