Dear [first name],

Fall 2025: PSY 110 LEARNING ASSISTANT RECRUITING LETTER

*Please note that the application will close as soon as all the positions are filled. This position is open by invitation only; please do not forward.* ***Undergraduate Applicants only.***

The \_\_\_\_\_\_\_\_\_ Department is looking to recruit Learning Assistants (LAs) for Fall 2025! **There are still some LA positions for** **PSY 110 with Prof. King & Prof. Choi**.

Learning Assistants participate in the LA Program Pedagogy-focused Seminar and work for their assigned academic departments. The Pedagogy-focused seminar is a mandatory training course. There are no alternatives or exceptions to this course.

**Working as an LA is an excellent way to reinforce the content already learned!**

Learning Assistants are undergraduates who facilitate active learning in the classroom (lectures, labs, and discussion/tutorial sections). They are an essential part of the instructional team. LAs help enhance student learning in challenging courses by making them more collaborative, student-centered, and interactive through small group instruction. LAs are unique peer educators who support professors and TAs in the classroom and are specifically trained to facilitate active learning.

**Requirements** Edit, delete, or add as needed

* **B+ or better in PSY 110**
* 6-7 work hours per week (see below)
* Commitment to work Week 1 - Week 14
* **Must be a UCM undergraduate enrolled in Fall 2025**

**Benefits**

* Work closely with professors and grad students: **Letters of Rec & References.**
* Receive excellent preparation and advantage for graduate TA positions
* Enhance your resume with a great experience
* Gain deeper academic knowledge of the course content
* Participate in the Pedagogy-focused seminar and learn about teaching and learning practices.
* Gain an opportunity to network on campus and make new friends

**Weekly LA Commitments**  Edit, delete, or add as needed

**PSY 110 (King/Choi)** (Please check your course schedule for conflicts)

LAs enrolled are compensated for the following weekly responsibilities:

Attend/support one PSY 110 Lecture: **LAs are assigned to support one lecture section (3 hours/week)**

o **Lecture A: TuTh 12:30-1:50p**

o **Lecture B: MWF 9:00-9:50a**

* Weekly planning meeting with your lead professor and TAs: **TBD (1 hour/week)**

Attend/support 2-3 Assigned Discussions: You must have schedule flexibility to attend and support 2-3 discussion sections. **🡪See** [**UCM Registrar Schedule of Courses**](https://reg-prod.ec.ucmerced.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search&_gl=1*1ue7qud*_ga*NzAwNTY4NzY5LjE2NTY2MDkwNjg.*_ga_TSE2LSBDQZ*MTY1NzU5MzQwOC4zMi4xLjE2NTc1OTM3MTQuNjA.)for a list of PSY 110 discussion sections. Schedules are assigned based on availability indicated in your application. **(2-3 hours/week)**

* Occasionally, LAs need independent time to prep for upcoming instruction. **(1 hour/week, if required)**
* **Advice:** It is much easier to offer positions to applicants who have flexible schedules. Schedule conflicts (limited availability) are the #1 reason applicants are removed from consideration.

***LA Pedagogy-focused Seminar***

* **LA Program Pedagogy-focused Seminar is** a **mandatory requirement** for all New LAs and meets once a week (Week 1 - Week 15).
* New LAs receive training to facilitate Active Learning
* **Once accepted, new LAs must enroll in the *LA Pedagogy*-focused Seminar.** Please check your schedule for conflicts.

\* If you have questions about the LA program or training, contact Adriana Signorini (asignorini@ucmerced.edu)

**How to Apply**

**DEADLINE TO APPLY: \_\_\_\_\_\_\_\_\_\_**

Apply online at: add link here

Feel free to contact me if you have any questions.

I look forward to hearing from you soon!

Best regards, (Professor’s name)

Letter adapted from UCI LA program, courtesy of Josh Arimond, Program Coordinator