



**Academically Based Community Service Course (ABCS) Teaching Assistant
Guide for Academically Based Community Service Instructors**

ABCS Teaching Assistants can play a crucial role in coordinating logistics and supporting partnership activities in ABCS courses. To support ABCS, the Netter Center funds a federal work-study ABCS TA for up to 10 hours/week for any ABCS course that requests one. Depending on the scope and scale of the partnership activities, some courses may be granted a TA for additional planning or activities for a follow-up semester.

ABCS TA eligibility, hours, and compensation:

- ABCS Teaching Assistants are available for currently enrolled students with [Federal](#) or [International](#) Work-Study funding. Students unsure of their Work-Study status can find their financial aid information on Paths@Penn. If they still aren't sure, they can contact [Student Financial Services](#). Only students have the ability to confirm their own work-study status.
- If a currently enrolled non-work-study student has a unique skill set needed to TA the course, contact abcscoordinator@sas.upenn.edu to discuss.
- Undergraduate work-study ABCS TAs are compensated at \$13.50/hour for up to 10 hours per week.
- Graduate work-study ABCS TAs are compensated at \$16.00/hour for up to 10 hours per week.

Role of ABCS TAs:

ABCS Teaching Assistants can play a crucial role in coordinating logistics and supporting partnership activities in ABCS courses. ABCS TA responsibilities may include:

- Coordinate placement of ABCS students with community partners based on schedules and interests.
- Oversee communication between the Penn students and their community partners.
- Help plan and prepare Penn students for activities with their community partners, including ensuring they have the necessary materials.
- Visit Penn students during their community engagement and supervise as needed.
- Coordinate transportation of ABCS students from Penn's campus to partner locations.
- Coordinate with the Netter Center the purchasing of materials, food, bus trips, or other needs as they arise.
- Keep track of weekly engagement schedules with an awareness of holidays, school breaks, and other closures throughout the year on Penn and the community partner's side.
- Work with the Netter Center to ensure that ABCS students have completed the legally mandated background checks if working with minors.
- Work with ABCS instructors to collaboratively facilitate reflection conversations and manage assignments with ABCS students.
- Support students with technical skills as applicable.

- Liaise with the Netter Center throughout the semester as needs arise.
- Complete the mid-semester service inventory sent from the Netter Center Evaluation team.
- Support the instructors with other needs as approved, including grading, syllabus design, and other activities. **Note that undergraduate TAs should NOT grade materials that require subjective interpretation unless expressly approved by the professor and department.**

ABCS TAs are given an orientation by the Netter Center at the beginning of the semester and have individual mid- and end-of-semester check-ins with the Netter Center to support them throughout the course.

Selecting an ABCS TA:

Veteran ABCS students make great ABCS TAs. First, think about students in your classes in previous years who did well and were excited about the course content. If you do not have someone eligible in mind, we can recommend exemplary student leaders to TA the course or add your course to the ABCS TA job description shared with our networks.

Hiring an ABCS TA:

Instructors can email the Netter Center's ABCS Coordinator at abcscoordinator@sas.upenn.edu at any time with the student's name and email to place the request to hire a student. The ABCS Coordinator will then coordinate with the student to begin the hiring process. The ABCS TAs will submit weekly timesheets to Workday@Penn, which the ABCS Coordinator approves each week.