ADUE Policy re: GSI:Class Size

As part of the GEO contract Article XVII Class Size, "Each department employing GSIs will establish a class size policy for classes to which GSIs are assigned. This class size policy will include, but need not be limited to, the maximum number of students in each section (recognizing the potential for reduction within sections with regard to programmatic need) and the maximum ratio of students to GSIs. The class size policy will be provided to any Employee upon request."

Additional notes: A first-time ENGR 100 instructor may make a request for an additional GSI.

Course	# of credits	GSI effort	GSI to student ratio	Recent enrollment	GSI Responsibilities	Additional notes
ENGR 100	4	50% effort per GSI	1 GSI per 60 enrolled students	100 recent enrollment	Teach labs, assist with creating course materials, hold office hours, attend team meetings, grading	Maximum number of students in each section is generally 20, up to 25. Each GSI will be responsible for up to 3 sections
ENGR 101	4	50% effort per GSI	1 GSI per 75 enrolled students	101 recent enrollment	Teach labs, assist with creating course materials, hold office hours, attend team meetings, responsible for a specific administrative duty (ex. Updating lab materials, cheat checking, regrade requests, review/revise project assignments, etc.).	Maximum number of students in each section is generally 24, up to 28. Each GSI will be responsible for up to 3 sections
ENGR 110	2	50% effort per GSI	1 GSI per 250 enrolled students	110 recent enrollment	Responsible for a "pod" of 15-18 IAs (DAs), respond to student inquiries, monitor DA grading and provide coaching, mentor DAs, attend weekly instructional team meetings, assist with weekly team meetings and present facilitation materials to group, provide suggestions on changes to	Maximum number of students in each section is generally 20, up to 25. Each GSI will be responsible for up to 15-18 IAs (also referred to as DAs).

Course	# of credits	GSI effort	GSI to student ratio	Recent enrollment	GSI Responsibilities	Additional notes
					facilitation materials and make updates, weekly communication to DA pod	
ENGR 151	4	50% effort per GSI	1 GSI per 60 enrolled students	151 recent enrollment	Teach labs, assist with creating course materials, hold office hours, attend team meetings, grading	Maximum number of students in each section is generally 25, up to 30. Each GSI will be responsible for up to 3 sections.
ENGR 230/330/430	Each course is 1 credit	50% effort per GSI	1 GSI per 150 students enrolled (across all three courses)	230 330 430	Teach topics with instructor, setup Canvas site, grade assignments, respond to student emails, manage attendance, meet with teaching team, hold office hours, prepare course materials.	These are three separate courses, with shared GSI(s). Each GSI may be responsible for working with more than one section or course. Each GSI will be responsible for up to 6 sections. Maximum number of students in each section is generally 35, up to 40.
ENGR 260	1	50% effort per GSI	1 GSI per 80 students	260 recent enrollment	Teach labs, assist with creating course materials, hold office hours, attend team meetings, grading	Required course for the international minor for engineers.
ENGR 499	1 - 2	TBD. Currently 25% effort per GSI		499 recent enrollment		