IN-CLASS AIDES
&
OUT OF CLASS AIDES

Fall Orientation 2015
An In-Class Aide is an individual hired by the Center for Students with Disabilities to be available in the classroom to assist students with participating in classroom activities.
IN-CLASS AIDES ARE...

- UW-Whitewater students
- Paired with students who need assistance in the classroom and request the accommodation through his/her Key Contact
- Provided at no charge to students who are eligible for the service
- Hired, trained, paid, and supervised by the Center for Students with Disabilities
An In-Class Aide working with a student who is blind could sit next to the student and quietly describe pictures/visual aides that the professor shows, explain what is being written on the board, or any gestures or non-verbal communication occurring in the classroom.

An In-Class Aide working with a student who has a physical disability may help them get class materials set up, assist with manipulating lab materials, and/or help student participate in class activities.
An Out of Class Aide is an individual hired by the Center for Students with Disabilities to help students complete class-related projects and activities outside of the classroom.
OUT OF CLASS AIDES ARE...

- UW-Whitewater students
- Paired with students who need assistance outside of the classroom and request the accommodation through his/her Key Contact
- Fee-Based. There is a cost associated with this service. The student is billed based on the number of hours they use each semester.
- Hired, trained, paid, and supervised through the Center for Students with Disabilities
An Out of Class Aide may help a student put together a visual aid for a presentation.

An Out of Class Aide could assist with typing a paper or navigating Power Point, Excel, etc... if a student is unable to use assistive technology.

An Out of Class Aide may assist a student with writing out answers to homework assignments as the student dictates to them.
Personal care attendants or CNAs - They cannot help you with chair transfers, bathroom assistance, meals, or medications.

Tutors - they are not responsible for knowing what you need to learn or providing instruction.

Going to attend class in your place and then tell you what you missed!

Mind-readers...they won’t know what you need help with unless you tell them!
If you think you need assistance In or Out of Class, talk to your Service Coordinator to see if you are eligible for this accommodation.

If eligible, you will request the specific service(s) as needed each semester.

Once your aides are coordinated, you will get an e-mail from Meg Shea with the names of your Aides and their contact information.
WHAT ARE MY RESPONSIBILITIES?

- You will read and sign a service agreement with your Services Coordinator.
- E-mail your Aide prior to the beginning of the semester to meet.
- Fill out the information form and e-mail back to Meg!
- Tell your Aides specifically what kind of assistance you need - help them get to know you!
- Contact your Out of Class Aide to set up days and times to get together - let them know ahead of time if you need to cancel or reschedule!
- Contact your In-Class Aide as soon as possible if you’re not going to be able to make it to class.
- Let Meg Shea know if there are any problems with your Aides (communication, tardiness, attendance, etc...).
If a student falls asleep in class, the in-class aide shall remain in class. The aide should not wake-up the student, but should document the incident and email it to Meg csdoutreach@uww.edu. If/when the student wakes up, the aide will resume normal duties. Please note that the aide is not responsible for any class content the student misses as a result of sleeping in class (such as directions, lecture, or other relevant class information).

If a student falls asleep 2 or more times in class, the student is required to meet with his/her DSC and the Associate Director of CSD to determine the appropriateness of continuing use of an in-class aide as an accommodation. **Aides are required to inform CSD if a student has been falling asleep in class.** The student’s DSC will contact the student to schedule the meeting.

Instructors are encouraged to respond to sleeping students using in-class aides according to their course policy on sleeping for all students.
WHAT ARE MY AIDES RESPONSIBILITIES?

- Read and sign a service agreement with Meg or Noelle
- Arrive on time for every scheduled class and/or out of class meeting
- Notify student in the event that a substitute will be attending class
- Accurately report hours worked and obtain student signature on timesheet
- Provide the assistance requested by the student - *as appropriate*
- Communicate student concerns to supervisor
IN CLASS AIDE VERSUS NOTE TAKER

- A note taker is a volunteer based program where a person takes notes based on the lecture the professor is presenting.
- An in-class aide should **NOT** be a note taker for a student. An in class aide is helping facilitate or manipulate materials.
- Notes can be taken by an in-class aide if there is information being presented on the board and the student needs it in **real time**.
- Please let your service coordinator know if you think you may need a note taker.
If I have an In-Class Aide in one class do I have to use them in ALL of my classes?
- No. Only for the ones you need.

Will I have the same In-Class Aide for all of my classes?
- Probably not. Aides are full time students too so scheduling has to be done around their class schedules as well.
MORE QUESTIONS....

- How will my Instructor know that my In-Class Aide isn’t one of the students in the class?
  - You will tell them! Make sure to let your professor know ahead of time that you will have an In-Class Aide. Plan to introduce your Aide to your Instructor on the first day of class.

- Will I have an Aide on the first day of class?
  - We do our best to make sure all of the requests are filled by the first day of classes. However, sometimes we run into problems finding In-Class aides for busy class times. The earlier you make your request with your Service Coordinator- the better! 6-8 weeks notice is appreciated.
What if my Aide doesn’t show up for class?

- It is the Aide’s responsibility to let CSD know if they are unable to make it to class. CSD will always try to send a substitute.
- It’s a good idea to talk to your instructor at the beginning of the semester to come up with a “Plan B” in the event that your aide is running late or doesn’t make it to class. Usually, there is a student in the class that would be willing to help out!
YOUR QUESTIONS?

Coordinators for In-Class and Out of Class Aides

Meg Shea

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