

Guidelines for Submitting a Proposal for an Academic Coach

A. The Role of an Academic Coach

Programs with retention challenges are encouraged to consider hiring an academic coach. Coaches provide tutoring, time management and study skill assistance to first year students.

In previous implementations, coaches have been graduate students who are familiar with the program or part time teachers assuming a second role. It is important to emphasize that **an academic coach is NOT a teaching position**. Coaches do not deliver curriculum material and are not responsible for creating or delivering any form of student evaluation. Part time teachers who are hired as coaches must be informed and accept that the two positions have different requirements and remuneration.

In the most successful implementations, the coach is supported by the program coordinator, takes part in orientation, is included in program meetings and liaises with academic advisors, program professors and the Faculty's Student Success Specialist.

B. Proposal Submission Requirements

Academic Coach Proposal forms are from the Student Retention Project Page at <http://www.algonquincollege.com/student-retention/proposal.htm>

Please obtain approval from your Chair before submitting your proposal.

The deadline for submission is **Sunday, March 4th at 11:59PM**. Please note that this is ONE MONTH earlier than last year.

C. Guidelines

Rates of pay, number of hours per week and number of weeks per semester for the coach have been standardized. To ensure consistency and fairness, the College has streamlined the amount coaches are paid (\$25/hr), and the number of hours is determined by the size of the program. Most coaches work between 2 and 4 hours per week. The coaching is supported for 13 of the 15 weeks each fall and winter semester at a schedule agreed upon by the coordinator and the coach.

If a place for coaching is not available close to the activity of the program, or if the coach prefers, the Advising and Coaching room, C102C, can be booked and used on a regular basis.

Coaches are required to attend a pre-term meeting at the beginning of September and obtain a copy of the Coaching Manual. In addition, they are asked to keep track of the students they meet and submit two reports each year to the Student Success Committee, one in December and the other in April. Coaches will be provided with a template for the tracking and the reporting, and a contact on the Student Success Committee will provide coordination for all coaching programs and will be available to answer questions.

D. Had an Academic Coach in 11-12?

Programs that received funding for an academic coach in 11 -12 may apply for funding again as long as a final report for the fall term has been submitted to the Student Success Committee through Lynda Cronin croninl@algonquincollege.com and all required information for tracking and evaluation has been included in the report. The coach's activity level will be considered as a criterion for re-funding; please advise if you anticipate a change of coach or procedure.