

Course Assistant Request Form

Course Assistant Guidelines

Course Assistant (student worker) requests are reviewed based on instructional need, course format, enrollment, staffing priorities, and available funding.

Funding & Hiring

- Priority is given to **Federal Work-Study (FWS)** students, as FWS funding allows for additional work hours.
- Hourly rates: Undergraduate Course Assistants are paid **\$18.42/hour**; Graduate Course Assistants are paid **\$20.00/hour**.
- Typical weekly hours:
 - **2-unit courses:** 2–4 hours
 - **4-unit courses:** 4–6 hours

Eligibility

Priority for Course Assistant funding is given to:

- **Hybrid courses** (automatically eligible)
- **In-person technical courses** with at least **20 students**

Please note:

- **Other in-person courses** with an enrollment of **32 or more students** may be considered after priority requests have been accommodated, based on available funding and instructional need.

Not Typically Eligible

- Online courses

Course Assistants may assist with attendance tracking, hybrid/Zoom support, technical assistance, and other approved instructional support. They may **not** co-teach, deliver instruction, or grade student work. If your course does not meet the eligibility criteria, please explain your request in the **Comments** section. Exceptions may be considered based on instructional or technical needs and available funding.

Hi, Jennifer. When you submit this form, the owner will see your name and email address.

* Required

1. Your Name *

Please enter your full name.

Enter your answer

2. Undergraduate Courses

Which undergraduate course(s) are you requesting a Course Assistant for?

Select all applicable undergraduate courses.

- ☐ ACAD-174 | 10200 | Innovators Forum
- ☐ ACAD-176 | 10201 | Rapid Visualization
- ☐ ACAD-176 | 10202 | Rapid Visualization
- ☐ ACAD-176 | 10203 | Rapid Visualization
- ☐ ACAD-177 | 10204 | Digital Toolbox: Design
- ☐ ACAD-182 | 10211 | Disruptive Validation
- ☐ ACAD-183 | 10210 | Product Management for Challenge-Based Innovation
- ☐ ACAD-185 | 10212 | Analytics and Marketing for Challenge-Based Innovation
- ☐ ACAD-188 | 10215 | Modeling Products with Solidworks
- ☐ ACAD-189 | 10217 | 3D Tools for Product Design
- ☐ ACAD-190 | 10218 | Making with Materials
- ☐ ACAD-191 | 10219 | Python for Machine Intelligence
- ☐ ACAD-217 | 10225 | Extended Reality Design
- ☐ ACAD-230 | 10227 | Introduction to Interactive Physical Computing
- ☐ ACAD-245 | 10231 | Fundamentals of Product Design
- ☐ ACAD-245 | 10232 | Fundamentals of Product Design
- ☐ ACAD-261 | 10237 | Human Health and Technology
- ☐ ACAD-274 | 10238 | Designing Interactive Data Systems

- ☐ ACAD-276 | 10242 | Dev II
- ☐ ACAD-309g | 10253 | Dreams and Madness: The Art of Japan's Golden Age of Animation
- ☐ ACAD-324g | 10248 | The Practice of Design: Ideation to Innovation
- ☐ ACAD-324g | 10249 | The Practice of Design: Ideation to Innovation
- ☐ ACAD-325 | 10250 | Human Technology Interaction and the User Experience
- ☐ ACAD-376 | 10269 | Industry Practicum I: Designing and Implementing Real-World Solutions
- ☐ ACAD-406 | 10256 and 10257 | Purpose-Driven Innovation Incubator (Hybrid Course)
- ☐ ACAD-444 | 10280 | Designing Products for Industry
- ☐ ACAD-450 | Industry and Impact Projects - Cactus Jack
- ☐ ACAD-475A | 10286 | The Garage Experience
- ☐ ACAD-499 (408) | 10292 | Special Topics - Understanding AI

3. Graduate Courses

Which graduate course(s) are you requesting a Course Assistant for?

Select all applicable graduate courses.

- ☐ IDSN 500 | 34160 | Rapid Visualization
- ☐ IDSN-521 | 34076 | Designing Brand Identity for Startups
- ☐ IDSN-523 | 34058 | Product Design for User Experience
- ☐ IDSN-524 | 34079 | Physical Product Design
- ☐ IDSN-529 | 34091 | Marketing Strategy for Startups
- ☐ IDSN-532 | 34065 | Data and Back-End Development
- ☐ IDSN 533 | 34155 | iOS Application Design and Development
- ☐ IDSN-538 | 34070 | Extended Reality Technologies

- ☐ IDSN-538 | 34094 | Extended Reality Technologies
- ☐ IDSN-540 | 34101 | Processes and Perspectives
- ☐ IDSN-540 | 34080 | Processes and Perspectives
- ☐ IDSN-542 | 34197 and 34198 | Introduction to Machine Intelligence (hybrid course)
- ☐ IDSN-547 (PRIN 550) | 34782 | Industry and Impact Projects
- ☐ IDSN-547 (PRIN 550) | 34785 | Industry and Impact Projects
- ☐ IDSN-577 | 34167 and 34147 | Finance for Entrepreneurs (hybrid course)
- ☐ IDSN 579 | 34151 | Social Media Incubator: Data-Driven Growth for Founders
- ☐ IDSN 579 | 34150 | Social Media Incubator: Data-Driven Growth for Founders
- ☐ IDSN-581 | 34170 | Introduction to the Global Fashion System
- ☐ IDSN 597 | 34191 | Industry Practicum in Fashion Innovation
- ☐ IDSN-599 (501) | 34153 and 34154 | Special Topics - Product Management for Challenge-Based Innovation (Hybrid course)
- ☐ PRIN-520 | 34730 | Creators Studio

4. If you have identified a student for this position, please provide their information below. 

Optional.

Please include:

Student Name:

USC Email:

USC ID:

Federal Work-Study Award: Yes / No / Unsure

Leave blank if you have not identified a student.

Enter your answer

5. Does the Course Assistant need any particular skills or experience?

Optional. Please describe any specific skills needed, such as coding, software/tools, design skills, Zoom/hybrid support, lab/studio experience, or other qualifications.

Enter your answer

6. Please confirm you understand the responsibilities and limitations of the Course Assistant role. *

For 2-unit courses, students can work 2–4 hours per week. For 4-unit courses, students can work 4–6 hours per week.

- ☐ Yes, I understand: Course Assistants may take attendance, assist with hybrid/Zoom sessions, or provide technical assistance. They are NOT to co-instruct or grade work. I also understand that students may work 2–4 hours per week for 2-unit courses and 4–6 hours per week for 4-unit courses.

7. Comments

Optional. Please use this space to share any additional information, context, or special considerations for your Course Assistant request.

Enter your answer



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