

**The University of Georgia  
Disability Resource Center  
Academic Assistant Assignment Form and Guidelines**

Assistant's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

Location: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Misc. Information: \_\_\_\_\_

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**Guidelines:**

Academic Assistants are an accommodation under Section 504 of the Rehab Act of 1973 and the Americans with Disabilities Act. As a University provided accommodation, you are only to provide assistance with activities of an academic nature rather than a personal nature. When you are assigned to a particular student, the nature of the assignment will be discussed. Once the assignment has begun (if you have questions about any of the activities that you are being asked to do) please discuss the requests with your supervisor at the Disability Resource Center (DRC) before taking any action on your own.

Some general examples of appropriate assistance:

- Reading class materials to the student
- Acting as a scribe for the student on tests and/or notes (writing for the student)
- Manipulating laboratory equipment/supplies
- Assisting in communication between the student and other students or the instructor
- Retrieving library materials from shelves

Some examples of inappropriate assistance:

- "Tutoring" the student
- Helping with quiz/homework answers
- Retrieving snacks or drinks
- Walking service animals
- Typing, editing, or proofreading assignments

These are just examples. You are trusted to use your judgment in these situations. When the question of appropriateness is unclear, please consult with your supervisor at the DRC. Your specific duties will be determined after meeting with the student's assigned disability coordinator at the DRC. Please note that any academic assistant duties must take place at a mutually agreed upon location on the UGA campus.

I have read and understand the above explanation of appropriate assistance.

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NAME (printed)

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SIGNATURE

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DATE