

## Seminar Assistants' Role – A Menu

- Communication: Maintain Black Board; email.
- Teaching: Lead a discussion or a portion of discussions; be involved in the preparation of the course content so as to know ahead of time what will be discussed; assignment and syllabus development; proof reading.
- Mentoring: Being allotted a short time to check on students and make sure that they do not have questions or issues; being able to answer in class students' questions sent via email for every one's benefit.
- Advising: Help students prepare their schedule of classes before meeting with their Honors advisor.
- Other: Help students update their resume / CV; life on campus session (some might find valuable to be given time mid-to-late-semester to assess how the students are adapting to campus).