



AccessAbility Services Laboratory Assistant Request Guideline & Procedure

General Guideline:

Lab assistants may be provided to students who submit appropriate documentation to substantiate a disability that requires the assistance of a lab assistant. AccessAbility Services (AAS) engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. A lab assistant is hired by AAS to assist the student with a disability with the physical mechanics and/or dexterity requirements of the lab activities. Lab assistants are not considered a substitute for a student's full participation in each lab. Determination of reasonable accommodations depends upon the nature and degree of the student's documented disability. If a lab assistant is deemed appropriate, AAS will identify and hire a qualified lab assistant to attend each lab session.

In order to request and receive a lab assistant, a student must provide AAS with documentation regarding their disability and their need for this accommodation. In consultation with the student, the Director of AAS will review the documentation to determine the appropriateness of the accommodation. Students requesting a lab assistant should contact AAS immediately at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at aas@wcsu.edu to discuss this accommodation.

As with all accommodations, students must communicate problems or concerns regarding their lab assistants to AAS as soon as possible in order to alert the staff and to permit them the opportunity to resolve any conflicts.

Procedure for Requesting a Lab Assistant through AAS:

- ❖ New students must complete an **Accommodation Intake Form** and submit disability documentation to indicate their need for a lab assistant.
- ❖ Once the appropriate information is received, AAS reviews the request and the student will be contacted through their WCSU email with appropriate next steps.
- ❖ Once approved for a lab assistant, the student must provide AAS with the following items:
 - Lab location
 - Meeting times
 - Copy of the lab syllabus
- ❖ Students who are approved for a lab assistant must request a lab assistant at least seven (7) days prior to the first requested day for the lab by calling 203-837-8225 (voice), 203-837-3235 (TTY), or through e-mail at aas@wcsu.edu.

Student Roles & Responsibilities:

- ❖ On the first day of class, please be cognizant of the following items:
 - Plan to arrive a few minutes before the class begins to introduce oneself to your lab assistant.
 - Be on time and appropriately prepared for each lab.
 - Provide a copy of the following to AAS:
 - Lab syllabus
 - Lab location
 - Meeting times
- ❖ Please notify your lab assistant and AAS immediately if:
 - One will be absent or miss a lab
 - The lab has been cancelled
- ❖ Communicate problems or concerns with your lab assistant to AAS immediately at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at aas@wcsu.edu in order to alert the staff and to permit them the opportunity to remedy the situation.

Lab Assistant Roles & Responsibilities:

- ❖ Perform only specified tasks directed by the student.
- ❖ Provide physical and/or manual assistance in the lab, but do not act as a tutor or a teacher.
- ❖ Maintain a professional demeanor and attitude with the student.
- ❖ Do not prompt or guide the student in performing the lab task or interpreting lab assignments/questions.
- ❖ Keep student personal information confidential. Confidential information includes:
 - The student name
 - The specifics of the disability
 - Any personally identifying information
- ❖ The lab assistant may leave if the student does *not* arrive to lab within these timelines:
 - Wait 15 minutes for a class less than 90 minutes
 - Wait 25 minutes for classes longer than 90 minutes
 - Call AAS to see if the student has provided notification

AccessAbility Services Roles & Responsibilities

- ❖ Meet with students to determine if the use of a lab assistant is a reasonable accommodation.
- ❖ Hire well qualified student lab assistants who meet the following criteria:
 - In good academic standing with a cumulative GPA of 3.0 or higher
 - Has completed a comparable lab course with a B or better
- ❖ Resolve issues that arise regarding this accommodation.

Any questions regarding the laboratory assistant request guideline and procedure should be directed to Elisabeth Morel, Director, at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at morele@wcsu.edu.