

ACADEMIC ASSISTANCE PROGRAM CONSTITUTION

ARTICLE I. NAME

The Name of this Organization shall be The Academic Assistance Program at ACOM.

ARTICLE II: PURPOSES

The purpose of this organization shall be to:

- ❖ To facilitate the process of learning for first year medical students
- ❖ To provide a support structure for those who might be having academic struggle.
- ❖ To provide guidance to first year medical students about how to navigate numerous resources.
- ❖ To prepare first year medical students to be lifelong learners

ARTICLE III: Membership

A. Eligibility

- ❖ Current students who are in good academic standing can apply to become a Subject Matter Expert (SME) in any of the following subject matters:
 1. **Anatomy**
 2. **Biochemistry and Genetics**
 3. **Immunology and Microbiology**
 4. **Physiology and Pharmacology**
- SME's will have to have performed with a B or higher in Molecular Medicine or Anatomy.
- SME should be able to spend at least 5 hours per month with students.

B. Benefits of Membership

- Each hour spent with student during teaching will be counted as volunteer hours and will be reflected in Dean's letter.

C. Dues

-Currently, there are no dues to be a SME or eboard member of AAP.

D. Expectations

- Any SMEs that wishes to withdraw their services from the program will notify the president and vice president three weeks prior.
- All SMEs will guide their student with enthusiasm and break down subject matters in the simplest form possible to the best of their abilities.

- If subject matter is difficult to teach, then the SME will instruct the student on the method they used to learn the material. SME will also provide student with ways other people learnt the material, so student can have a different perspective on how to approach the material.
- SME can collaborate with another SME to conduct a group session
- SMEs will abide by FERPA guidelines during tutoring sessions.

E. Vacancies of Offices

- If any office shall become vacant except for the presidency, the remaining board members shall decide upon an SME or any other member with leadership experience, whom they see fit, to fill in the role.

F. Duties of the Officers

The President

- Shall preside over and create an agenda for all meetings of the AAP.
- Shall oversee all operations of the Academic Assistance Program (AAP).
- Shall meet with administration to talk about the progress of the student body.
- Shall insure that all SMEs understand their roles and will comply with expectations.
- Shall Organize with the Vice and Secretary, the convenient meeting times for the board members through the semester.

The Vice President

- Shall report directly to AAP President and will assume position and responsibilities of President in event of any disqualification/impeachment of President.
- Shall work with the president to ensure the goals of the organizations are met at all time.
- Shall oversee the SMEs closely and make sure that positive progress is being made among the student body.
- Shall meet with faculty alongside the liaison to propose review times prior to exams.
- Shall send out progress reports of the Academic Assistance Program (AAP) after consulting with faculty.

Director of Operation

- Shall collect all the time sheets from the SMEs and record how many hours they have put in every two weeks.
- Shall handle all issues involving timesheets and contact information between students and SMEs

Director of Outreach and Resources

- Shall guide first year medical students on which resources to first use in learning the material and what ways of learning best show increased academic success.

Director of Liaison

- Shall talk to faculty, alongside the vice to set up review times for students to come and ask specific questions about the subject material.

Secretary/Treasurer

- Shall note the minute times and topics discussed in meetings.

ARTICLE IV: MEETINGS

- Time and Place
 - At least two general progress meetings will be held. The first before the start of classes and the rest
- Types of Meetings
 - General meetings
 - Progress meetings
 - Faculty questions and concerns
 - Administrative Meetings

ARTICLE V: ADMINISTRATIVE INVOLVEMENT

- The success of this organization will depend upon the participation of the student body, the SMEs and most importantly the faculty and the administrative department. It is important that we be good mediators between the administration and the new student body. Early on, this will be the case, but we will encourage students as time goes on to let their concerns be known to the administration directly. This is important because it prepares them to be comfortable speaking to authority to make their needs known.