

Expectations of a Learning Community Coordinator

- **Assist with the marketing of the learning communities offered through your office, school/college, or department.** This can include emails and postcards to deposited students, information at War Eagle Days and prospective student events, or phone calls from current students to incoming freshmen. If you need assistance in generating marketing ideas, please contact the Learning Community office.
- **Maintain open communication with the Learning Community program.** Please make sure that you respond to emails and phone calls from the Learning Community team in a timely manner and keep the LC office informed of any changes or adjustments to your learning community.
- **Complete all required forms and documentation from the Learning Community program on time.** Please complete all required forms from the LC office in a timely manner and encourage your students to complete their forms (spring registration forms, evaluations) as well. Work with your LC's first year seminar instructor to allot time for the LC office to come into class twice during the fall semester to distribute information as necessary.
- **Assist the learning community students outside of the classroom as needed.** Many times, you and your first year seminar instructor will be the faculty or staff members that these new Auburn students feel the most comfortable coming to with an academic or personal issue. Please do what you can to connect them with the appropriate resource on campus or within the community. The Learning Community program can help you determine these resources.
- **Offer social activities outside of the classroom.** Consistent with the guiding principles of Learning Communities, coordinators are highly encouraged to plan activities to facilitate social development and connection among the learning community. These can be lunches in the dining areas, holiday socials, or attendance at an Auburn athletic event. The LC coordinator doesn't need to be present at the event; these can be run by the first year seminar instructor or the peer instructor as a way to strengthen their relationship with students.
- **Communicate with the faculty members teaching the associated LC courses.** By communicating with the faculty involved with the other classes that are a part of the students' learning community experience, LC coordinators or their first year seminar instructors can facilitate academic success and integration of coursework with the learning community. The Learning Community program can provide you with this information.



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