

## BSHS Doctoral Program Teaching Experience Instructor Checklist

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

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

Student: \_\_\_\_\_

I am willing to work with this doctoral student to design, support, and provide feedback on an individualized Teaching Experience (TE). I understand that the primary purpose of the TE is to promote professional development for the doctoral student, and the secondary purpose is obtaining assistance in teaching and managing the course. Students who TE should not be asked to provide more than 10 hours/week on course assistance and should spend the majority of their time on activities outlined in the TE syllabus.

- I have read Appendix F: Guidelines for BSHS Doctoral Program Teaching Experience in the BSHS Doctoral Handbook and agree to follow these guidelines.

***As instructor of this course and PHP 2988 instructor I will:***

- Provide the doctoral student with the course syllabus and met with the student to review the goals of the course; we have come to a mutual agreement on how the student will develop teaching-related skills in the context of the course
- Review and approve a TE syllabus drafted by the doctoral student that approximates 180 hours of learning activities, which include no more than 10 hours/week of assigned course management activities
- Commit to a weekly meeting time allocated to PHP 2988 activities
- Establish methods of evaluation which serve as a basis for assigning a final grade; these may include attendance, preparation, quality of contributions, professionalism in related to myself and the students enrolled in the course
- Provide substantive and constructive feedback on student-led activities
- Schedule mid- and end-of-semester reviews of the student's contributions
- Promptly submit a course grade through Banner at the end of the course

***I will ensure that the student will:***

- Get approval from the Doctoral Program Director to proceed with this TE
- Design a syllabus describing meaningful teaching goals and tasks that are well integrated into the course
- Complete the Sheridan Center workshop for new graduate TAs prior to starting the TE
- Participate in at least 2 additional Sheridan Center (or other official) teaching workshops, as well as debriefing discussions with me