Graduate Students Teaching Own Course

**II. Conducting the Course**

This form (II) is to be used as a guide for faculty mentors and graduate students who are teaching a course on their own in any given semester. **It should be signed and dated by the TA and the faculty member at the end of the course, and turned in to the graduate secretary at the same time that final grades are submitted.**

Teaching Assistant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester and Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty mentors should visit the TA’s classroom at least once, if not twice, during the semester. (Those teaching online courses should arrange for an alternative mode of observation). Each observation should be followed by a meeting of the TA and the faculty mentor to discuss the mentor’s notes and suggestions.

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These meetings (and any other the TA and faculty mentor feel are appropriate) should also serve as opportunities to plan specific assignments, exams, and grading strategies, and to review the effectiveness of past practices as well as classroom performance.

Teaching Assistant Signature Date Faculty Mentor Signature Date