Graduate Students Teaching Own Course

Graduate students who have responsibility for teaching a course on their own (during the Fall, Spring, or Summer semester) are required to work with a faculty mentor. Three forms must be completed and submitted to the graduate secretary: Preparing and Planning (Form I); Conducting the Course (Form II); and Final Evaluations (Form III).

**I. Preparation and Planning**

This first form is to guide you through the preparation and planning phase (I) of your work.

After the TA’s faculty mentor has signed this form (I) it should be submitted to the Graduate Secretary in the Philosophy Department office.

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

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

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

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

**Preparation**

TA’s should approach a faculty member with a request for course mentoring. Ideally the mentor should be someone with experience teaching the specific class. TA’s who have difficulty finding a mentor should consult with the Associate Chair in order to find an appropriate mentor.

**Planning**

At least 10 days before the course begins, but preferably sooner, the TA and faculty mentor should sit down together to plan the course in detail. **TA’s must return form (I) signed by a faculty mentor, to the graduate secretary no later than one week before the course begins.**

1. Discuss teaching strategies, class format, and grading.
2. Construct a syllabus with attention to the following:
* appropriate readings, in length and content
* appropriate assignments
* course requirements, clearly stated and appropriate
* grading policy explicit and in accord with Code of Teaching Responsibilities.
* statement of office hours

Faculty Mentor Signature Date