

## **GRADUATE STUDENT TEACHING INTERNSHIPS**

### **Guidelines for Faculty and Students**

- Students who participate in a teaching internship will register for *WGS 499 – Independent Study: Teaching Internship/Feminist Teaching Pedagogies* during the quarter in which they work as a teaching assistant
  
- The supervising faculty member and the graduate student will come up with an agreement on the specifics of their work together. Each pair can tailor their specific agreement to their individual circumstances and needs. That said, the following general guidelines should be used in developing work agreements:
  - Teaching interns will typically work in 100- and 200-level classes;
  - Teaching interns have no independent grading responsibilities; they may participate with faculty (and possibly other graduate teaching interns) in grading and grading “training,” but faculty members will have responsibility for grading course work and assigning student grades;
  - Faculty members will have primary responsibility for developing the course syllabus, but teaching interns can work collaboratively with faculty members on course design;
  - Teaching interns can take responsibility for leading several class sessions, but the specific number of such class sessions should be agreed upon before the beginning of the quarter. For twice a week classes, leading approximately 4 class sessions can serve as a standard of sorts;
  - Faculty members will always be in class;
  - Teaching interns can support faculty by holding office hours to help with student support. These office hours should provide a supplement (not a replacement) to faculty office hours and faculty members’ individual work with students;
  - If the course has an online discussion component, the faculty member and teaching intern should make advance plans in terms of responsibility for responding to online discussions;
  - Before the beginning of the quarter, the faculty member and teaching intern will make specific arrangements to frame the ways in which the faculty member will provide teaching support and independent study learning opportunities – i.e., mutually agreed upon readings on teaching pedagogies; number and substance of independent study/supervision meetings; written reflections and other written assignments that might be required of the teaching interns, guidelines for grading the teaching internship/independent study, etc.
  - If appropriate, teaching interns will attend at least one university sponsored teaching workshop during their teaching internship;
  - At the end of each quarter, faculty members will conduct an “exit interview” of sorts with the teaching interns so that WGS can assess the success of this program over time;
  
- Each quarter the department chair and graduate director will poll WGS faculty members to see who is interested in supervising graduate teaching interns for the upcoming quarter. We will attempt to make decisions by the fifth week of the quarter

– i.e. in planning for teaching interns for spring quarter, we will make decisions about participating faculty members by the fifth week of winter quarter.

- The teaching internship program will be piloted with WGS faculty members only. Moving forward after the pilot phase, we may place students with affiliated faculty members

- All graduate students will be notified of teaching intern positions for the coming quarter. Those who are interested in these positions will submit a letter of application discussing their interest in teaching, the skills they bring to the position, and their pedagogical goals/what they want to get out of the teaching assistant experience.
- Eligibility requirements:
  - Minimum GPA of 3.5 and no more than one outstanding Incomplete grade
  - Only those students in their 5<sup>th</sup> year of the BA/MA program are eligible to apply
- After receiving and reviewing letters of application, the graduate director and department chair will consult with participating faculty members to match teaching interns with specific faculty/classes for the upcoming quarter.

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Participating faculty and students are asked to sign this form indicating that they agree to these internship guidelines. A copy of this form will be kept in the department office:

Class and Quarter \_\_\_\_\_

Faculty Member Signature \_\_\_\_\_

Graduate Student Signature \_\_\_\_\_

Date \_\_\_\_\_