

## **GUIDELINES FOR DOCTORAL STUDENTS SERVING AS TEACHING ASSISTANTS**

1. Applied Teaching Practice (PSI 9940) provides academic credit for students' teaching experience. In this course, students are given hands-on experience in assisting faculty in teaching a course or seminar. Weekly didactic meetings are held with faculty in which students discuss their experiences in the classroom and assigned readings. Common teaching issues addressed include development of the course syllabus, choice of teaching methods, grading/evaluation, and obtaining feedback from students. A specific contract form outlining student and faculty responsibilities for Applied Teaching Practice must be submitted to the Office of Academic Affairs.

You must complete the minimum number of work hours to earn the corresponding number of credit hours. They are as follows:

13 direct contact hours with the instructor and 39 hours working independently = 3 credit hours  
8 direct contact hours with the instructor and 26 hours working independently = 2 credit hours  
4 direct contact hours with the instructor and 13 hours working independently = 1 credit hour

2. As a general guideline, doctoral teaching assistants should have previously taken or waived the course in which they are going to assist.
3. In general, students should not be involved as teaching assistants with members of their cohort. If this cannot be avoided or if students are involved as teaching assistants in courses that include close friends, dating partners, housemates and/or students with which the TA has had conflictual relationships, the faculty member and teaching assistant must discuss issues of objectivity, confidentiality and appropriate professional boundaries before the teaching assistant assumes any duties. It is the responsibility of the Teaching Assistant to identify any dual role relationships.
4. Due to student sensitivity to issues regarding grading, TA involvement in the grading process must be carefully considered. Criteria for grading must be very explicit when TAs are involved in grading. TA involvement in grading dating partners, close friends, housemates, and individuals with whom the TA has conflict must be explicitly discussed and avoided whenever possible. Faculty assume ultimate responsibility for assignment of all grades.
5. Ethical issues must be explicitly discussed with the TA. These include, but are not limited to, maintaining secrecy of exam materials, confidentiality regarding discussions with faculty of students' performance, and maintaining objectivity and appropriate professional boundaries in the role of teaching assistant.
6. Although course credit will not be given if a student is paid for his/her/their teaching activity, the above guidelines apply to doctoral students functioning in paid or volunteer teaching assistantships, as well as teaching assistantships for which course credit is received.

## PSI 9940 APPLIED TEACHING PRACTICE CONTRACT

Name	Semester/Year
Course you are assisting (number and title)	
Course Credit (check one) <input type="checkbox"/> 1 credit <input type="checkbox"/> 2 credits <input type="checkbox"/> 3 credits <input type="checkbox"/> Not for credit	
Learning Objectives	
Readings	
Learning Plan (example: meetings with faculty members, other activities, written requirements, etc.)	
Our signatures below attest to our having reviewed and discussed these guidelines. Student Signature _____ Faculty Name (please print) _____ Faculty Signature _____	

Revised 4/27/2018