

**BEMIDJI STATE UNIVERSITY
CENTER FOR PROFESSIONAL DEVELOPMENT**

Undergraduate Teaching Associate Program

As an expression of its commitment to teaching and learning, the Center for Professional Development has developed a program which allows interested and qualified students to experience some of the challenges and rewards of college teaching by working closely with faculty as they prepare and teach their classes. Past student participants have found that this experience has helped them learn course material very well, and has been helpful in obtaining teaching assistantships in graduate school.

Program Features-----

1. Qualified juniors and seniors who have been identified through faculty nominations serve as teaching associates in selected undergraduate courses under faculty tutelage.
2. Participating faculty and students meet several times during the semester as part of an informal seminar on college teaching conducted by the Center for Professional Development.
3. While no stipend is provided to participating students, the university will provide appropriate recognition to those involved.. Student participation will be recorded on the official Student Development Transcript, if requested.
4. The intention is not for students to be involved in grading papers or in clerical work, but rather to assist in planning and at times in helping to teach classes under faculty supervision.
5. The student should attend many sessions of the course they are an associate for. In addition to planning and helping to teach, the associate may lead discussion sessions, introduce activities, provide study sessions, lead lab sessions, conduct review sessions, or conduct demonstrations, all under faculty supervision.
6. The student enrolls in a 0-2 credit course in the appropriate department as under directed independent study course number 4910 (5910 for graduate credit) as Teaching Associate Program. (You may use the attached Arranged Course Form.)
7. This course may be repeated, and will be graded S or U. Please be aware of and clear about time commitment, particularly if the TA has agreed to the 0 credit option.

Principles and Obligations-----

Faculty

Faculty will not expect students to devote more than six hours per week to their responsibilities in this program, including time actually spent in the undergraduate class to which they have been assigned.

Faculty will provide informal instruction and assistance to the teaching associate in accordance with the purpose of the program.

Faculty will not expect the teaching associate to “cover” classes in the instructor’s absence, or to evaluate or grade student work, and will not expect the teaching associate to perform essentially clerical tasks such as recording grades.

Faculty will make a serious commitment to attend the seminars on college teaching offered as part of this program.

Students

Students are expected to meet with their faculty partner well prior to the first class session, to have input in the course design and structure, and to clarify the nature of the student responsibilities in the course.

Students will attend their assigned class regularly and meet according to an arranged schedule with their supervising faculty member.

Students will enroll in a zero to two credit course (4910 Undergraduate Teaching Associate) in the academic department of their supervising instructor.

Students will make a serious commitment to attend the seminars on college teaching offered as part of this program.

Students may be asked to provide periodic reports to the Center for Professional Development explaining the nature of their activities and evaluating the usefulness of the program.

Undergraduate Teaching Associate Program

NOMINATION FORM

Faculty Name _____

Department _____

Campus Address (include box #) _____

Telephone _____ E-mail _____

Student Nominated _____

Academic Major _____

Cumulative GPA _____

E-mail (BSU account only) _____

Campus/Local Address _____

Telephone _____

Semester: Fall / Spring / Summer 20____

In what course will the student named above be serving as a teaching associate?

What responsibilities will the student be given?

Please be sure that the student nominated and the nominating faculty member have read the statement of features and obligations attached. Both the student and faculty member should sign their names below, indicating that they agree to those principles and obligations.

Faculty Signature _____ Date _____

Student Signature _____ Date _____

**PLEASE RETURN TO THE CENTER FOR PROFESSIONAL DEVELOPMENT,
HAGG-SAUER 357, # 23**

Bemidji State University
Records Office

ARRANGED COURSE REQUEST FORM

INSTRUCTIONS: Complete the requested information. Obtain the signatures of the instructor, department chairperson, and college dean in that order. If you are arranging a graduate level course, you will need to obtain a signature from the Graduate Office. **Form must be turned in to Records Office.**

Part I (to be completed by the Student)

--	--

Student Name (Last, First, Middle Initial)	Student Social Security # or Tech ID Number
--	--

--	--

Date (Mo, Day, Yr)

Year	Term	Course (Subj.Num.)	Instructor Name						Credit Hours
	F-Fall. S-Spring, 1-Summer								

Course Title

Part II (to be completed by instructor)

Year	Term	Course (Subj.Num.)	Instructor Name						Credit Hours
	F-Fall. S-Spring, 1-Summer								
			Instructor ID						

Course Title

Signature of Instructor	Signature of Division Dean
--------------------------------	-----------------------------------

Signature of Department Chairperson	Signature of Graduate Studies Office (required for Graduate Level Courses ONLY)
--	---

Part III FOR OFFICE USE ONLY

Course ID _____
Date Processed _____