

**COLLEGE OF ARTS & SCIENCES
APPRENTICE TEACHING CONTRACT**

Rules and Guidelines: The rules pertaining to apprentice teaching are established in R&P 3.14.5.1.

To participate in the apprentice teaching program, a student

- must be a junior or senior;
- must have an overall cumulative GPA of at least 2.80;
- must have completed, with a GPA of at least 3.3, at least two courses in the field in which the apprentice teaching is to be done;
- must have previously taken for credit a course equivalent to the course in which the apprentice teaching will be done, or must meet the written standards for apprentice teaching established by the department in which the course originates.

A student may register for apprentice teaching only once each semester, only once for given course, and only twice in the college career.

To complete the course, the apprentice teacher must submit a written report of the experience to the supervising teacher, who will forward a copy to the Office of the Provost and the CAS Associate Dean for Undergraduate Programs.

Student Name: _____ **LIN #** _____

Student's Major(s): _____

Cumulative GPA: _____ **Major GPA:** _____

Supervising Professor: _____

Course in which apprentice teaching will be done: _____

of Credit Hours of Apprentice Teaching: (1-4 variable credit): _____

List at least two courses with earned grades the student has completed in the subject in which the AT is to be done:

Has Student AT'd in the past? (check one): YES NO

If yes, when and what course? _____

Contract: The supervising or "master" teacher and the apprentice prepare and sign a written "contract" or agreement describing the duties of the apprentice, the time commitment required, and the method of evaluation to be used by the supervising teacher.

Typically, apprentices do a limited amount of lecturing, help to lead discussion, assist in making up and evaluation of written assignments, and are available for individual consultation with students. The supervising or "master" teacher is responsible for assigning grades given in the course. The duties performed by the undergraduate apprentice teacher must in no way be confused with those performed by graduate teaching assistants. In particular, apprentice teachers are not permitted to grade examinations (mid-terms and finals), and are not permitted to conduct unsupervised lectures, labs, studios or recitations.

Please attach a copy of the contract to this form.

<i>Signature</i>	<i>Date</i>	<i>Approval or disapproval</i>
Student		
Supervising Professor		
Chair		
Associate Dean		