

Teaching Opportunities and Teaching Applications for Graduate Students in the PhD Program

SECTION A

All second-year PhD students are guaranteed the opportunity of teaching a 2000-level course (other than 2089) in the area of their specialization, if they so choose. Whenever possible, these classes will be taught during the fall semester of the second year.

In the second semester of their first year, students must secure a faculty teaching mentor in the relevant area of specialization. This may be the same person as the student's advisor, or someone else. During that semester, the student should observe the mentor's class at least once, write a syllabus, and send it to the mentor for review. The next year, the mentor should observe the student's class at least once and meet with him or her to discuss teaching at least once. Ongoing dialogue about teaching is encouraged.

Syllabi need to be submitted to the Department Head **by March 15**. The Department Head will distribute syllabi to the relevant Area and Program Directors for their approval.

Note: This policy is not meant preclude earlier or alternative specialty teaching opportunities; such assignments will be made at the discretion of the department's Directors.

SECTION B

All other specialty teaching assignments for PhD students in their second year and beyond will be given on the basis of application.

Students must submit a teaching philosophy and self-evaluation (1-2 pages), and a fully developed syllabus to the Department Head **by December 1** of the year prior to the teaching assignment.

The Department Head will distribute applications to the appropriate Area and Program Directors for initial approval. The Department's Directors Committee will then review applications primarily on the basis of curricular needs, with an eye toward distributing teaching assignments as equitably as possible. Teaching assignments will be announced by the middle of February at the latest.

The Directors may ask the student's mentor for an assessment of the student's performance in the classroom as well as review teaching evaluations before making a decision.

After teaching a first course in the second year of the PhD (see section A), working with a teaching mentor is strongly recommended but not required.