

Guidelines for Volunteer Teaching of Courses by Graduate Students
Revised July 2002

Graduate students are welcome to teach courses on a voluntary basis when such teaching is appropriately supervised and when the teaching activity does not seriously impede the student's academic progress. Plans for volunteer teaching must be made well in advance of the semester in which the course is offered to allow the course to be listed in the Schedule of Courses. In general, information about Fall semester courses must be submitted by the end of the previous fall semester and information about Spring semester courses must be submitted by the end of the previous summer.

Beginning with the Spring 2003 semester, team teaching of courses will be allowed only when each graduate student has sole responsibility for one section of the course. One-credit courses may be taught only by one student; two-credit courses may be taught by one or two students; three-credit courses may be taught by one, two, or three students. If a course is taught by two students, each student is responsible for one half of the course; if a course is taught by three students, each student is responsible for one third of the course. Each independently taught section of the course should be graded separately and students should complete a course and instructor evaluation following each section.

Following are the steps needed to teach a volunteer course. Students teaching a section of a regularly scheduled course only need to complete step 1 and contact the Director of Graduate Training concerning scheduling.

1. Obtain permission from your advisor for this addition to your workload.
2. Find a faculty member willing to supervise your teaching. He or she needs to be willing to perform the activities listed in the department's "Policy for Faculty Supervision of Graduate Student Instructors" on the Department Intranet or Microlab server under Graduate Handbook, Misc. Policies and Information.
3. Give the Director of Graduate Training and the Graduate Records Assistant a note listing the title of the course, the individuals who will teach it (with the social security number of the person whose name will be listed in the course schedule), the faculty member supervisor, and any preferences or constraints affecting when the course is scheduled.
4. Submit to the Director of Undergraduate Training a course syllabus for review by the Undergraduate Training Committee. The syllabus must be reviewed by the course supervisor before being submitted. These materials must be submitted by October 15 for Spring semester courses and by March 15 for Fall semester courses. A list of information that should be included in a course syllabus is provided on the Department Intranet or Microlab server under Graduate Handbook, Misc. Policies and Information, Instructions for Preparation of Course Syllabus.