

Department of Economics

SUPERVISED COLLEGE TEACHING AGREEMENT—UNDERGRADUATE

Econ 484

Reference # _____ Semester _____ Credits (1 to 3) _____ Will TA for Econ _____

STUDENT INFORMATION:

Name _____ CSU ID _____

Local Address _____ Telephone _____

Email Address _____

Previous Econ 484 credit _____ Date Entered Econ Major _____

Other relevant qualifications: _____

FACULTY SUPERVISOR: _____

OBJECTIVES OF THE ASSISTANTSHIP: _____

DUTIES EXPECTED OF STUDENT (provide detail): _____

GRADING CRITERIA (Note: Letter grade based on Faculty sponsor guidelines)

Note: Econ 484 must be counted as elective credit hours, not Economics electives; may count toward graduation only up to a maximum of 4 credits.

STUDENT SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

CHAIR SIGNATURE: _____ DATE: _____

Department of Economics
SUPERVISED COLLEGE TEACHING POLICY – UNDERGRADUATE

1. PURPOSE

Occasionally an advanced undergraduate student will have the interests, the qualifications and the opportunity to assist a faculty member in the teaching of an undergraduate course. Such an arrangement provides a people-oriented professional experience, and is valuable to the student undertaking it: teaching economics helps deepen and broaden the student assistant's own understanding of the field, and the experience of teaching may help the assistant decide if teaching should be part of his or her career goals. The arrangement may also enhance the education of students in the class, by involving a peer in the presentation of the class material, and/or allowing extra class activities to be undertaken. Through Econ 484, Supervised College Teaching, the Department of Economics provides the possibility of such an experience, by offering limited academic credit to selected undergraduate Economics majors who participate in qualified teaching efforts.

2. QUALIFICATIONS AND LIMITS

The following qualifications and limits apply to Econ 484, Supervised College Teaching:

a. Type of teaching opportunity:

Undergraduate students may undertake Supervised College Teaching in such undergraduate courses as are deemed appropriate by the Department, and only with the written permission of the faculty instructor of the course. The student assistant's role in the course may include the following: classroom presentation, individual and group tutoring, grading, supervision of practice sessions, etc. The arrangement will qualify for Econ 484 credit only if the duties (i) further the instructional objectives for the course in which assistance is provided, and (ii) enhance the assistant's own education in economics and/or pedagogical methods. The supervising faculty member is expected to provide thorough guidance to assure that the preceding conditions are satisfied.

b. Qualifications of the student:

The student must have previously taken the class in which he/she will serve as teaching assistant and received at least an A- in the course.

c. Registration, grading, and credit toward graduation:

- i. The student may enroll in 1 to 3 credits, depending upon the extent and nature of the duties assigned.
- ii. Grading of the student assistant's performance is instructor option.
- iii. Credit for Econ 484 must count as elective credit, not in the Economics block.
- iv. The student may count a maximum of 4 hours of Econ 484 toward graduation.
- v. The student may not assist in the same course more than once.

3. APPROVAL PROCEDURE

The following steps are involved in arranging credit for Econ 484, Supervised College Teaching:

a. Identification of the opportunity:

If a qualified student appears ready to assist in an appropriate course, the faculty instructor of the course may approach the student about the possibility, or vice versa. If both parties are ready and willing to participate, they should discuss details and proceed to complete a Supervised College Teaching Agreement.

b. Supervised College Teaching Agreement:

A Supervised College Teaching Agreement must be completed and signed by the student and the supervising faculty member, and approved by the Chair, before the end of the registration period for the semester. The Agreement must set out the objectives, the assistant's duties, and the criteria for grading. The Department provides a standard form for the Agreement.