

Teaching Fellow Agreement for (TCHA 4010) - 2 semester credit hours

I, _____, agree to serve as a Teaching Fellow for,
 _____, for the _____ Semester, 200__.

I understand that to be eligible for this experience I must be in good academic standing with a GPA of 3.5 or higher, have attained at least junior status, and have successfully completed the course for which I will be serving as a Teaching Fellow.

The Teaching Fellows course requires 80 hours of student involvement. Describe in detail how this will be accomplished by outlining the student/faculty expectations and how these goals will be met.

Describe in detail how the student will be evaluated.

Have you served as a TA for Cornerstone (TCHA 4001), a Teaching Fellow (TCHA 4010), or a student in another course for which you received academic credit for being a teaching assistant? If so,

Course	Semester hours currently enrolled	Semester hours earned

 (Teaching Fellow Candidate):

Date:

 (Faculty Sponsor):

Date:

 (Department Chair):

Date:

 (Provost):

Date:

 (Academic Council):

Date:

Checklist for approval:

- _____ Number of hours earned as a teaching assistant (Cornerstone, Teaching Fellows, other)
- _____ Current GPA
- _____ Any social code violations? (If yes, please explain below or on a separate sheet.)
- _____ Any honor code violations? (If yes, please explain below or on a separate sheet.)
- _____ Junior or Senior status

**LaGrange College
Confidentiality Agreement**

I, _____, understand that by accepting the position of _____ in the _____ which may involve access to student records, personnel and/or personal information regarding students, faculty, staff and the general public that I am responsible for maintaining the security and confidentiality of that information as required by federal law and College policy. The **Family Education Rights and Privacy Act of 1974 (FERPA)** regarding student information is outlined below:

The **Family Education Rights and Privacy Act of 1974 (FERPA)** also known as the *Buckley Amendment*, and college policy restricts the release of student information. Student information accessed through computer screens or printouts is available only to college faculty, staff and students when required in the performance of their duties. Users must have a legitimate educational interest. Federal law prohibits the release to any other individual without written consent of the student.

A department representative has explained this law as well as other related college policies and procedures relevant to my employment in this department. My signature denotes that I have read the above information regarding the **Family Education Rights and Privacy Act** given to me and that I agree to consider all information that I become aware of as an employee of this department as strictly confidential. I further understand that the unauthorized release of such information may result in disciplinary action up to and including dismissal on the first offense.

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with my supervisor prior to a decision to release the information.

Department Representative/Date

Employee/Date