Teaching Fellows Program

The Teaching Fellows Program is a program that allows faculty members to offer highly-qualified students opportunities to learn by sharing in the instructional responsibilities for particular courses. Students enrolled in the courses will have the added benefit of additional academic support.

The Teaching Fellow is given a sphere of responsibility so that learning and teaching can be experienced as two aspects of the program. The student's role differs from that of teaching assistants utilized by many colleges and universities. Here the faculty sponsor is as involved as ever in all aspects of the course. Involvement of a student in teaching/learning participation in a particular course happens only if the faculty sponsor feels that definite benefit to both the student and the course will result.

The Teaching Fellows Program is voluntary with each faculty member determining which of his or her courses, if any, are appropriate for such individual studies in teaching/learning. The type of responsibilities and extent of involvement of the student will vary depending on the course and faculty sponsor. It may not be counted as a substitute for any of the undergraduate teacher education requirements.

Students may be approached by faculty members to serve as a Teaching Fellow or may initiate the process with approval from a sponsoring faculty member along with other required signatures. This experience should be reserved for those select few students who have demonstrated appropriate characteristics and academic excellence.

Students must be in good academic standing with a GPA of 3.5 or higher and have attained at least junior status to serve as Teaching Fellow. Additionally, students must have successfully completed the course for which they will be serving as a Teaching Fellow. Students may earn 0-3 semester hours of credit for this experience. The experience may be repeated; a new proposal must be submitted and approved for each experience. Evaluation will be awarded on a pass/no credit basis only.

COURSE DESCRIPTION

TEACHING FELLOWS PROGRAM (0-3 semester hours credit)
A student enrolled in this course will engage in activities to fulfill 40 hours of academic endeavors per hour of credit earned in and out of the classroom. Appropriate activities may include, but are not limited to, some combination of the following: setting up and/or assisting with teaching laboratories, assisting the faculty sponsor in assessing or revising a course, developing in-class activities and oral presentations, leading or facilitating class discussions, and preparing and delivering lectures. The following policies apply to teaching experiences:

a. The attached form shall be prepared by the faculty sponsor and the candidate Teaching Fellow, outlining expectations for both the student and faculty sponsor. A detailed syllabus must be attached.

b. This statement shall be signed by the student, faculty sponsor, department chair, the Academic Council, and VPAA and held on file by the faculty sponsor. A copy will be given to the student to keep.

c. Students earning this credit shall be designated “Teaching Fellows.”
d. Teaching Fellow experience shall be evaluated only as pass/no credit.

e. Should the participation in the Teaching Fellows program cause the student’s credit hour load to exceed 16 credit hours for the semester enrolled, the additional tuition cost will be waived for those hours in excess of 16.

f. Teaching Fellows will not prepare exams or assignments and will not grade student work.

g. Students who serve as Teaching Fellows and faculty members participating as mentors for the first time shall attend an orientation session to review the need for confidentiality, sign a confidentiality statement, and discuss other pertinent college policies.

h. Faculty participation in the Teaching Fellows Program is voluntary and will not be considered as part of the faculty load.

i. Each Teaching Fellow, sponsoring faculty member, and all students enrolled in the courses will evaluate the effectiveness of the program (separate from the evaluation of the teaching fellow by the sponsoring faculty) at the end of the semester, using the evaluation form developed specifically for the Teaching Fellows Program.

j. A student shall be limited to earning no more than 6 semester hours of academic credit for serving as an assistant to faculty members. Currently these opportunities include TCHA 4001, 4010, 4492, and INTM 4010.

k. Credit will only be given for teaching assistant experiences through the TCHA series of courses (TCHA 4010, Teaching Fellow; TCHA 4001, Cornerstone Teaching Assistant; TCHA 4492, On-Campus Tutoring Internship), and INTM 4010, Service Learning Teaching Assistantship.

l. A review for Honor Code or Social Code violation is at the discretion of the VPAA or her designee.
Teaching Fellow Agreement for *(TCHA 4010)* - _______ (0-3) semester credit hours

A detailed syllabus must be attached.

I, ______________________________________ (L#:___________________), agree to serve as a Teaching Fellow for ____________________________________________ for the _______Semester, 20____.

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. I verify the following:

- Number of hours earned as a teaching assistant (Cornerstone, Teaching Fellows, other)
- Current GPA
- Junior or Senior status
- 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.)

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,

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<th>Course</th>
<th>Semester hours currently enrolled</th>
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**Signatures Required (in order):**

1. (Teaching Fellow Candidate): Date:

2. (Faculty Sponsor): Date:

3. (Department Chair): Date:

4. (Academic Council): Date:

5. (VPAA): Date:
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.

____________________________________  ____________________________________
Faculty Sponsor/Date                      Student/Date