

STONY BROOK UNIVERSITY
SoMAS – All Majors
475/476 Undergraduate Teaching Practicum/Assistant Agreement Form

Students can receive academic credit for completing an undergraduate teaching practicum. Students can gain insight into teaching and learning while deepening their understanding of academic content by assisting in teaching a course under the guidance of a faculty member. A student must be asked to serve as an undergraduate teaching assistant before registering for credit. This form should be submitted with the appropriate signatures and the 1-page written document (more information about this on the next page) to the SoMAS Undergraduate Advisor (Melville Library, E2361) no later than the end of the first week of the semester. Once permission is given in SOLAR, the student must register for academic credit.

Student name: _____ SBU ID: _____
Student email: _____
Supervising Faculty Member: _____
Course (check box next to one): GSS 475 MAR 475 SUS 475 SUS 476
Credits (0 - 3*): _____ Semester: _____

* - MAR 475 and SUS 476 are fixed at 3 credits (*i.e.*, you must enroll for 3 credits for those two courses) and the expected time commitment is 9 hours per week (120 hours total). GSS 475 and SUS 475 are variable, 0 – 3 credits, with each credit requiring 3 hours of work per week (40 hours total per credit).

Students may apply a maximum of 6 credits from teaching practica (475/476) towards their bachelor's degree. A teaching practicum fulfills the EXP+ general education requirement.

Both the undergraduate teaching assistant and the supervising faculty member should familiarize themselves with University policies about undergraduate teaching practicum [here](#).

Importantly, undergraduate teaching assistants:

- must be juniors or seniors (U3 or U4 status)
- must have demonstrated mastery of the subject matter by having completed and excelled in the course in which they will be assisting, or a similar but more-advanced version of that course.
- may not grade any work that contributes to the final course grade.

Course student will serve as an Undergraduate TA for: _____

List courses you have completed that are relevant to this internship:

What additional training, if any, must be completed in preparation for this internship? How will that training be documented and who will review the documentation?

Learning Objectives: What skills/knowledge to you hope to gain from this experience. Check all that apply; describe succinctly.

Develop problem solving skills _____

Work independently, setting goals _____

Time management _____

Work effectively with a team _____

Improve knowledge of discipline/profession _____

Acquire discipline-specific skills _____

Other _____

Please attach a typed 1-page document that addresses the following questions. Discuss your responses with the faculty member with whom you are working.

- Describe your responsibilities as a teaching assistant.
- How do you expect this activity will contribute to your development (academic, professional, intellectual, other)?
- How do you expect to contribute to the goals of the organization or project?
- How will you record what you are doing and reflect upon what you are learning (e.g., notebooks, journal, blog, emails to academic and/or on-site supervisor or mentor, etc.)?
- How will you synthesize/present outcomes and reflect upon what you have learned (e.g., final paper of at least 2500 words, 15-minute oral presentation, etc.)?

Signature of Faculty Supervisor

Date

Printed Name of Faculty Supervisor

Signature of Student and Date