

# GRADUATE TEACHING INTERNSHIP CONTRACT

## UNL Department of English

Student: \_\_\_\_\_ I.D. Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Course #: 895 Credit Hours: \_\_\_\_\_ Semester: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Class in which you are interning: \_\_\_\_\_

Work the student agrees to do (see attached description):

Basis of Grade (indicate % of grade of each required activity):

Class Number: \_\_\_\_\_ Date: \_\_\_\_\_

Student (signature)

Released By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Professor (signature)

One copy each of this contract is for the Graduate Chair (201C Andrews), the student, supervising professor, and the graduate student's file.

PLEASE SEE INSTRUCTIONS ON REVERSE SIDE

# GRADUATE INTERNSHIPS IN TEACHING

## (English 895)

Graduate Internships in Teaching are intended to provide graduate students with experience in teaching courses, especially in their areas of specialization, that they might not otherwise get. The Internships involve a graduate student working closely with a professor in the preparation and teaching of a class.

### **Setting Up an Internship:**

The Graduate Internship in Teaching is English 895. Ordinarily it will be for 3 credits with a P/NP grading option. Internships will be in 100, 200, or 300-level courses, or in 400-level courses having no 800-level counterpart. (Graduate Committee permission is required for internships in 4/800-level courses.) The presence and responsibilities of the intern must be explained to students. In no case should the intern be reading the work of other graduate students or grading the work of any students.

Either a student or faculty member can initiate an internship. (Generally, such internships work best when the faculty member and student have worked together before.) Once the student and faculty member agree to engage in the project together, they fill out the “Graduate Teaching Internship Contract” and bring it to the graduate chair, who will release the call number for the course.

### **Requirements and Activities:**

The requirements for each internship will be spelled out specifically in the “Graduate Internship Contract. The activities of the intern should generally include:

- \*Being involved in writing the syllabus for the course.
- \*Attending all class sessions.
- \*Meeting regularly with the professor to discuss the class.
- \*Writing a teaching/observation journal which is submitted to the professor at regular intervals. The student may also write a more formal paper.
- \*Preparing and teaching a limited number of class sessions, in consultation with the professor.
- \*Assisting in the preparation of assignments and exams.

Other activities might include:

- \*Reading (but not grading) student papers under supervision. The intern might read student work and evaluate it before or after the professor has graded it, and then discuss grading criteria with the professor. If the intern is going to be reading student work, students must give their permission in writing. The instructor retains sole responsibility for grading of student work; this point must be made explicitly to all students in the course.
- \*Reading, keeping a journal, and discussing pedagogical books and articles.