

**TEACHING INTERNSHIP PROPOSAL
RESIDENTIAL COLLEGE**

Student's Name _____ I.D.# _____

Email _____

Proposed Term _____ Proposed Credits _____ Class: JR SR

Proposed Supervising Instructor _____

Student's Signature _____

To the student:

Please respond to questions 1 and 2 on a separate sheet. Submit your responses and this form with your signature to the instructor with whom you would like to work.

1. Please list the course(s) you have completed, with the supervising faculty member, and give the term(s) in which the course(s) were completed. If you have not completed a course with the instructor, please describe other relevant contact you have had.
2. Please state your reasons for wishing to undertake a teaching internship: Explain how this experience will serve to enhance your academic objectives or otherwise serve educational purposes.

(Please note: You will be expected to write a report on your internship experience at the end of the term.)

To the Instructor:

1. On a separate sheet, please describe all duties and activities the teaching intern will perform in connection with your class. Please specify the intern's anticipated total average weekly time commitment.
2. Please sign this form to indicate your acceptance of this student as a teaching intern, and confirm the course in which the student will work for you.
3. All documents (this form, the student's application statements, the description of activities) should be forwarded to the Academic Services Office, room 134 Tyler, East Quad.

Number and Title of Course _____

Supervising Instructor's Signature _____

Please See Reverse Side For Teaching Internship Policies and Procedures

Introductory Remarks

The purpose of the Teaching Internship is to give qualified students the opportunity for contact with a subject matter from the standpoint of the instructor as well as the student, and to gain insight into the varied facets of teaching. A Teaching Intern does not conduct a class independently, but works closely with the instructor who is responsible for teaching the class.

ALL TEACHING INTERNSHIP PROPOSALS MUST BE APPROVED BY THE RC'S EDUCATIONAL POLICIES AND CURRICULUM COMMITTEE.

Eligibility

- 1. RC Seniors (and in special cases RC Juniors) are eligible to apply for a Teaching Internship.**
- 2. Teaching Interns must have completed at least one class or have had other significant contact with the supervising instructor.**
- 3. Teaching Interns must be in good academic standing.**

Procedure

1. Every Teaching Internship must receive the approval of the RC faculty member in charge of the course and of the Residential College's Educational Policies and Curriculum Committee. Supervising instructors must be regular members of the Residential College faculty.
2. Teaching interns register for **RC Core 307 under the supervising instructor's individual Faculty Independent Study Number**. Before registering for Core 307, a student must submit the Teaching Internship Proposal Form to the prospective supervising faculty member. If the faculty member agrees to accept the student as a TI, the student and faculty member together compose a complete description of internship duties and activities. The description of activities and time commitment, the student's application, and the signed Proposal Form are forwarded to the RC's Educational Policies and Curriculum Committee for final approval. Students may register for Core 307 after EPCC approval. Any projects or final products (such as reports or journals) the instructor assigns which are directly related to the student's Teaching Internship experience should be described as well.
3. Teaching Internships may be proposed for 1-4 credits.
2. At the end of the term the TI will submit a brief report of the internship experience to the Educational Policies and Curriculum Committee. The report will be kept on file in the RC Advising Office.

Please note: This is a selective process. As in the case of Independent or Field Studies, faculty members will accept an intern entirely at their own discretion, and final approval by the Educational Policies and Curriculum Committee is required.