

CSE GAANN Teaching Fellowship Yearly Progress Form

In order to continue in the program, students must complete **at least one** of these major items by **April 1st** of each year, attach the relevant document(s), and have their advisor sign the appropriate form. The form should be submitted to the CSE Graduate Coordinator. This form will remain in the student's file and will be reviewed at the end of the academic year by the faculty advisory committee.

If you fail to file this form by April 1st, you may be dropped from the program without further notice.

If you have completed more than one item, or completed several before entering the program, then file a separate form for each completed item. If you have completed all four items, no further report is necessary.

Circle the item completed and sign below.

Step 1 - Serve as a regular teaching assistant.

(Attach copy of TA evaluation form.)

Step 2 - Earn the "Striving for Excellence in Teaching" certificate from the Kaneb Center.

(Attach copy of certificate to this file.)

Step 3 - Complete a mentored teaching experience for a group of 10 or more students. This should involve (a) preparing class materials (b) delivering at least two hours of lecture (c) assessing student understanding. Each of the three phases should be done with the oversight of the student's advisor. This is normally done as part of a regular class, but could be satisfied in other ways, such as leading a tutorial session at a conference. **(Attach a one-page summary of the topics and assessment.)**

Step 4 - Teach a regular course with faculty supervision. *If the fellow has excelled at the previous steps, they will have the opportunity to teach a regular CSE course where the fellow is the instructor of record. The timing and content of the course should be determined well in advance by mutual agreement of the student, advisor, director of graduate studies, and department chair. The fellow should develop a syllabus to be approved by the advisor, and must meet regularly to discuss the course progress. (Attach copy of syllabus and CIF evaluation to this file.)*

Course Name _____

Semester of Course _____

Fellow's Signature _____

Advisor's Signature _____

Date of Report _____