

Class # _____

ABE6940 Supervised Teaching Student Request Form

Registration request must be submitted to the ABE Grad Academic Resources Center Canvas assignment page by:

Fall June 15th

Spring November 1st

Summer April 15th

The purpose of this course is to provide students with supervised teaching experience on developing effective instructional methods and materials in education in the ABE Department and to learn teaching and assessment practices under direct mentorship by a faculty member.

Students will be assigned based on semester requests for assistance by ABE faculty. Once assigned this form will be returned to you to complete the contract and obtain the instructor's signature. It may not be possible to fulfill all requests each semester. Students may be assigned to courses outside their specific graduate research area! Undergrad lab courses have first priority when assignments are being made.

Please refer to the syllabus for guidelines for this course.

To be considered for Supervised Teaching please answer all questions and complete these trainings:

1. FERPA BASICS privacy training. <http://privacy.ufl.edu/privacy-training/> Print certificate of completion and attach it to this form. (This is the only FERPA course you need to do. You do not need the FERPA for faculty).
2. Complete one of the following course/workshops/trainings on better teaching practices. Print certificate of completion (or transcript with grade) and attach it to this form.

- EGS6056 - Learning and Teaching in Engineering
- <https://teach.ufl.edu/grow-your-teaching/certificates/> (TA Certificate- core activities)

Please submit the registration request by the listed deadline so we can review your request along with all others. If you are unable to complete the above trainings prior to sending your request, your ABE6940 placement, if approved, will be held until the certificates of completion are received.

3. Provide the following information.

Name _____ UFID _____

Number of credits requested _____ Semester to be registered (if summer, specify A, B, or C) _____

UG specialization _____ Graduate research area _____

List your skills/experience _____

Graduate Committee chair(s) _____

Teaching interest (check all that apply):

- Instruction – Lecture/Lab
- Develop course materials
- Extension materials-EDIS publication
- Develop Web Modules

Are there specific courses you are interested in assisting with? If so, list them here:

(There is no guarantee you will be assigned to the listed course but it will assist with our review.)

This section to be completed by the ABE Academic Advisor. Do not fill this out when first submitting the request.

AFTER you are assigned to a course this will be returned to you for signatures.

Complete the ABE6940 Teaching Contract with the assigned instructor and submit it with this signed form.

I understand that assignments will be made based on the needs of the ABE department. By signing below I agree to the terms of the ABE Supervised Teaching Contract (attached) and syllabus.

Course Name _____ Course # _____

Student signature _____ Date _____

Instructor signature _____ Date _____