

Department of History

Associate in History Teaching Program

Two opportunities for graduate students to gain experience in teaching are offered by the Department. Both are available to students only after the comprehensive examinations for the Ph.D. have been passed, but preparation for qualification may begin at any time.

Option I:

1. Up to two graduate students per year may be selected to teach topics courses (History 320) of their own design. A student may be nominated by a faculty member, and must be in good standing, have passed his/her Ph.D. comprehensive examinations, and have the endorsement of his/her major professor. The faculty members of the Graduate Advisory Committee shall advise the Chair on the selection of nominees.

2. In designing the course to be taught, the student shall consult with appropriate faculty and submit the course proposal to the Undergraduate Program Committee in the normal manner for approval by the Department faculty.

3. The student Associate in History will not serve as a Graduate Assistant during the semester of teaching, and will be paid an appropriate stipend. Appointment as Associate in History may be renewed on the advice of the student's major professor and the faculty members of the Graduate Advisory Committee.

4. Each course will be monitored regularly by faculty, including the Chair, the Assistant Chair, the Graduate Advisor, and the student's major professor. The progress of the course and the performance of the instructor will be discussed periodically during the course of the semester with the student, and a final written evaluation and critique provided to the student.

Option II:

1. Graduate students in good standing and possessing the necessary preparation, who have passed their comprehensive examinations for the Ph.D., may upon application and selection be assigned as the need arises to teach sections of survey courses normally assigned to part time staff faculty.

2. To qualify, a student must have been assigned to assist the same course as a Graduate Assistant and, upon prior approval by the Chair and the Graduate Advisor, to have delivered at least three lectures to the class, or other classes, under the supervision of an instructor. The instructor will make a written

evaluation of the performance of the student and recommend to the Chair regarding the suitability of the student for future assignment to a section of the course as instructor.

3. Assignment to a course as instructor must have the endorsement of the student's major professor, and the approval of the Graduate Advisor.

4. The student instructor will be monitored regularly by the Chair, the Assistant Chair, and the student's major professor. The progress of the course and the instructor's performance will be discussed periodically during the semester with the student instructor, and a final written evaluation provided to the student.