

TEACH Program Acceptance Contract 2007-2008

In order to participate in the Texas Tech University TEACH program, **Name** is expected to fulfill the following requirements:

- Maintain a teaching assignment in both the fall and spring semester. A guest lecture or assisting a professor in the classroom does not meet the program requirements. Leading a discussion section, teaching a lab or lecture session, or serving as the instructor of record for a class are all acceptable teaching assignments.
- Select and work with a faculty mentor from your department, from a related department within the college or from a completely different field. The relationship with your mentor will entail regular meetings (at least 3 per semester) to work with your mentor to develop the teaching portfolio, project, and poster. Your TEACH consultant will help you to think more about selecting a mentor early in the fall semester.
- Construct an Activity Contract which serves as an individualized blueprint of the workshops you plan to attend and details the project you propose to complete with the assistance of your mentor. This contract will be reviewed and signed by your mentor.
- Attend 20 hours of TLTC/TEACH workshops over the course of your fellowship. A *minimum* of 10 workshop hours must be completed by the end of the fall semester, with the remaining hours to be completed by the end of the spring semester. Additional hours completed in the fall will be applied to the spring requirement. You will be provided with a list of workshop opportunities at the beginning of each semester and the TEACH staff will make you aware of any additional opportunities throughout the course of the year.
- Meet with your TEACH consultant at the beginning of each semester. At this meeting you will discuss potential projects and mentors as well as schedule appointments for your video-taped teaching observations, your Small Group Instructional Diagnosis (SGID), and the follow-up consultations for each.
- Participate in video-taped teaching observations in which your TEACH consultant will video-tape your course, lab, or discussion section without interfering in the session's progress (at least once each semester). Your consultant will take notes throughout the class detailing occurrences and observations, and these notes will be provided to you at the follow-up consultation. For the follow-up consultation you will be asked to review the video of your class, taking note of your teaching, the students' involvement, etc. You will then meet with your consultant in a confidential session to discuss the events of the class and teaching issues applicable to your course.

- Participate in a Small Group Instructional Diagnosis (SGID) consultation and follow-up meeting (once each semester). The SGID is a method of getting anonymous feedback from your students midway through the semester. The SGID will take 30 minutes of class time in which your consultant will visit your class, without you present, and elicit responses to the following questions: 1. What do you like most about the class?; 2. What do you like least?; 3. What suggestions do you have for the instructor?

After your consultant meets with your class he/she will compile the students' responses so that you may discuss the results in your follow-up consultation. In this session your consultant will help you interpret the data collected from your students, and discuss with you how and if you should implement changes.

- Partner with another TEACH fellow each semester to share resources and experiences. You will also observe your peer partners' teaching in the fall and spring, and participate in follow-up discussions with your partner and consultants.
- Complete a teaching portfolio that represents your teaching philosophy and experience. Your teaching portfolio should be a thoughtful and reflective document that demonstrates who you are as a teacher. The teaching portfolio will be completed and turned in by December 14, 2007.
- Design and complete an independent project involving teaching and learning that reflects your interests. The TEACH program staff will provide you with some sample projects and guidance to help you select your project topic and format. In conjunction with your project you will create a poster summarizing the results of your project that will be placed on display at the Teaching, Learning, and Technology Center at the end of the Spring Semester. Your poster will be due to Ching Lee at the TLTC by April 21, 2008, and your project and supporting documentation will be due by April 23, 2008.
- Participate in final review session (May 2008) in which a faculty committee will conduct an interview which evaluates your involvement in the TEACH program.

By signing below, I agree to join the TEACH program for the 2007-08 school year. I understand the expectations set forth in this contract and agree to complete them, with active participation, in accordance with the standards of the TEACH staff. I recognize that my failure to meet any of these expectations, or complete them in an unsatisfactory manner, may result in the withholding of all or a portion of my stipend, and my certificate of completion.

Name, Signature

Date

*****Please sign and return this contract to the TEACH offices located in the TLTC as soon as possible.***