

## Teaching Practicum Application and Learning Contract

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Thesis Supervisor Name: \_\_\_\_\_

Has your doctoral prospectus been defended?

Yes      Date: \_\_\_\_\_

No

Teaching-Mentor Name: \_\_\_\_\_

Registration for practicum (check one):

Fall

Winter

### NOTES:

1. Normally, the deadline for registration is: May 31<sup>st</sup> for the following fall semester, and September 30<sup>th</sup> for the following Winter semester
2. Students can register only once for 6114 and must complete 6114 when registered; otherwise, no credit will be given for the course.

### I. Days and Time of Work

Course in which you will co-teach: \_\_\_\_\_

Term: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

### II. SUPERVISION

Describe, in as much detail as possible, what the student will do throughout the term. Ideally, this plan will indicate which classes and in what capacity the student will function as a co-teacher. The student's role should increase throughout the term as he or she gains experience. This description should include learning outcomes as well as activities that the student will engage in to meet these outcomes. Please be specific (the department has models on hand that can be used as a template).

- a) Student's expectations from teaching-mentor (please attach)
- b) Teaching-mentor's expectations of student (please attach)

**III. EVALUATION**

How will the student be evaluated (written, verbal); When (Day-to-Day, Weekly, End of Term). Be as specific as possible (please attach).

Note: evaluation will normally include a weekly journal prepared by the student. Specifically, the student is responsible for maintaining a weekly academic journal (minimum of one entry before and after each lecture). This journal is meant to aid in reflecting on the teaching process while also summarizing and applying relevant readings. These journals will be submitted to the Graduate Supervisor at the end of the semester. However, the student will be evaluated by the Teaching-Mentor. The Teaching-Mentor will assess whether the student has fulfilled the above stated goals and responsibilities. A grade of satisfactory or unsatisfactory will be applied.

**IV. STATEMENT OF CONDUCT**

I, (*name of student*) \_\_\_\_\_, student in the Teaching Practicum at Carleton University and a placement student in (course name) \_\_\_\_\_, agree to abide by the standards and regulations of Carleton University. I also agree to ensure the confidentiality of the information to which I will have access during my placement, in compliance with the instructions of my teaching-mentor and the teaching regulations of Carleton University.

**V. SIGNATURES**

I, (*name of student*) \_\_\_\_\_ the undersigned, have agreed on all the **responsibilities, duties and statement of conduct as outlined in I, II, III and IV above.**

\_\_\_\_\_  
**TEACHING MENTOR'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**VI. GRADUATE SUPERVISOR:** Signature of this form by the Graduate Supervisor implies that sufficient detail has been provided in the contract to warrant credit being given for the course if the teaching-mentor evaluates the student as performing satisfactory or better. In some cases documentation of completed work may be required. It is the responsibility of the student to ensure that such documentation is in place (i.e., learning journal) at the completion of the practicum and bears the acknowledgement (signature) of the teaching-mentor.

\_\_\_\_\_  
**GRADUATE SUPERVISOR'S SIGNATURE**

\_\_\_\_\_  
**GRADUATE SUPERVISOR'S NAME (PLEASE PRINT)**

\_\_\_\_\_  
**DATE**