GUIDELINES FOR TEACHING INTERNSHIPS: ANTH 4482

DEPARTMENT OF ANTHROPOLOGY

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

Eligibility

1. Teaching interns must hold at least junior standing.

2. Teaching interns must have a grade point average of at least 3.25 in anthropology and 3.25 overall.

3. Teaching interns must have completed ANTH 1101, 2141, 2151, and at least one cultural anthropology course.

4. ANTH 4482, Teaching Internship in Anthropology, is meant for students who have specific plans to continue in graduate school.

Responsibilities of students enrolled in ANTH 4482, Teaching Internship

1. Attend all class meetings of their assigned section of ANTH 1101, take notes, and do all assigned readings.

2. Conduct scheduled office hours for students to bring individual questions.

3. Conduct scheduled discussion/review sessions, 6-7 per semester. This requires actively reviewing material covered in lecture and readings since the last review, helping students assimilate the material, and answering questions brought by students. You may wish to bring casts, diagrams, or other supplementary material to help your review. [The department chair or the undergraduate coordinator will work out schedules for these discussion/review sessions and find rooms for them during the first week of classes.]

4. Prepare and deliver a full-period lecture in your assigned section of ANTH 1101. The topic should be agreed mutually between instructor and teaching assistant, to serve the needs of both. The topic and schedule should be agreed upon by the third week of the semester. The instructor and teaching assistant should also agree on what kind of written documentation will accompany this lecture; this may be an annotated bibliography, a written draft of the lecture, or another arrangement.

5. Assist the instructor in preparing and grading exams as necessary. Assist instructor in managing Moodle site or other on-line resources.

\*\*This may require work during the week of final exams; be prepared.\*\*\*

6. Show videos in class, if needed by the instructor.

7. Read and think about the assigned material available from the Stanford University Teaching Commons: <https://teachingcommons.stanford.edu/resources/teaching-resources>.

8. Attend at least two workshops at the University Center for Academic Excellence (e.g., note-taking skills and preparing for exams), and share that information with students at review sessions.

9. Be available to 1101 students either just before or just after class to answer questions.

10. Meet with faculty instructor on a regular basis (for example, every other week), on a schedule to be mutually agreed upon, to discuss the lectures, readings, review sessions, as necessary.

11. Fill out an evaluation form at the end of the semester about this teaching internship experience.

12. Meet with other teaching interns and interns in outside agencies at least once per semester, as organized by the department chair or the undergraduate coordinator, to discuss experience and provide feedback.

Responsibilities of faculty members with a teaching assistant

1. Meet regularly with your TA to establish expectations, assist her or him as necessary in preparing review sessions, pass on teaching tips, etc.

2. Provide the TA with review sheets, study guides, and other printed material as early as possible, preferably before the students, so the TA has time to assimilate the printed material before being asked questions about it.

3. Work out a mutual agreement on the topic and schedule of the TA's lecture by the third week of the semester.

4. Provide the department chair or undergraduate coordinator with a written evaluation of the TA's lecture and written documentation. Provide a verbal evaluation to the TA (or written if the TA requests).

5. Visit and evaluate a review session by another TA, as needed, and provide the anthropology coordinator with a written assessment. Provide a verbal evaluation to the TA.

6. Provide timely notice to your TA of days when you will be away from class; activities for those days such as videos; special needs you may have for the TA to help with grading; or other special needs. Remember, the TA is working for your 1101 section and students, not for your other courses.

7. Provide timely notice to your TA of your needs during final exam week; remember your TA is also finishing papers and taking exams.

7. Provide input to the department chair or undergrad coordinator on the success or otherwise of the internship program, so the program can be modified if necessary.

8. Help the department chair or undergrad coordinator gather data about the effectiveness of the review sessions and TAs (this may require an extra question on exams and sorting out exams to see if grades differ between students who take advantage of review sessions and students who do not).

Evaluation

Teaching interns will be evaluated on the following:

- The lecture will be evaluated by the instructor of your section.

- The written materials will be evaluated by the instructor of your section.

- One or more of the review sessions may be visited and evaluated by another anthropology faculty member.

- The department chair or undergrad coordinator will assign final grades (on a Pass/No Credit basis), after meeting with the relevant faculty member.

The TA will also have an opportunity to evaluate the teaching internship program.

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If a problem arises, the instructor and TA should try to work it out together. If this is not successful, they should consult the anthropology coordinator.

Application form on next page

Date of application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION FOR TEACHING INTERNSHIP

ANTH 4482 - 3 CREDITS

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

DEPARTMENT OF ANTHROPOLOGY

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester for internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Student Background

Course Semester Taken Grade

ANTH 1101

ANTH 2141

ANTH 2151

\_\_\_\_\_\_\_\_\_

(cultural)

\_\_\_\_\_\_\_\_\_

(other)

\_\_\_\_\_\_\_\_\_

(other)

Current GPA in anthropology: Current overall GPA:

II. Internship

Course section and times\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please list all sections you can work with)

Course instructor(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic for lecture (may be tentative) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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On a separate page, please write a short statement describing (a) your plans for graduate school; (b) how this internship will contribute to your goals for the future. Two well-written paragraphs are adequate. Please return this form to the Director of Undergraduate Studies, and make an appointment for an interview.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Undergraduate Studies Date

(or dept. chair)