

TEACH Program Acceptance Contract 2007-2008

In order to participate in the Texas Tech University TEACH program, TEACH Fellows are 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 as a teaching or research assistant 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. Additional observations may be requested by the fellow, or suggested by the consultant, but only one video-taped observation is mandatory.
- 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 questions that help you identify what is helping students learn and issues that are challenging or less satisfying to them.

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.

- Work with a small group of TEACH fellows each semester to share resources and experiences. You will also observe at least one group member's teaching in the fall and spring, and participate in follow-up discussions with your group and consultants each semester. Additional peer observations are optional.
- 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 12, 2008.
- 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 20, 2009, and your project and supporting documentation will be due by April 22, 2009. The TEACH staff recommends that you select a project that can be completed within 20-30 hours of work. Please be mindful of any anticipated time constraints as you select and plan for your project.
- Participate in final review session at the end of the spring semester 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 2008-09 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.

Signature

Date

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