

(1) PROPOSED NEW TEXT

3.14 Special Regulations

3.14.5 Special Undergraduate Course Opportunities

3.14.5.1 Apprentice Teaching

Apprentice-teaching is a credit-bearing program that is limited to juniors and seniors who wish to learn about teaching under the guidance of an experienced professor and is not the same as paid grading. Typically, apprentices are associated with a first-year or a second-year course. Apprentices are typically expected to attend class and assist in the classroom and may do educational activities like assisting in designing assignments, helping to facilitate classroom activities or class discussions, and being available for individual consultation with students. The instructor of record is responsible for assigning all grades given in the course. The duties performed by undergraduate apprentices must in no way be confused with those performed by graduate teaching assistants. Also, under no circumstances should any undergraduate apprentices be assigning grades for any course or any portion of a course.

To participate in the apprentice teaching program a student must be a junior or senior, must have an overall cumulative grade-point average of 2.80, and either:

1. a) must have completed, with a 3.3 grade average, at least two courses in the field in which the apprentice teaching is done, and b) must have previously taken for credit a course equivalent to the course in which the apprentice teaching will be done,
OR
2. must meet the written standards for apprentice teaching established by the department in which the course originates.

A student may roster for apprentice teaching only once each semester, only once for a given course, and only twice in their college career.

All Apprentice Teaching must be rostered as "Apprentice Teaching" and include a Memorandum of Understanding that is approved by the Chair of the department and Associate Dean in the respective college. Independent Studies or other courses shall not be used in place of Apprentice Teaching.

(2) PROPOSED NEW TEXT WITH MARKUP

3.14 Special Regulations

3.14.5 Special Undergraduate Course Opportunities

3.14.5.1 Apprentice Teaching

~~The Apprentice-teaching program is a credit-bearing program that is limited to juniors and seniors who wish an opportunity to learn about teaching to do so under the guidance of an experienced professor and is not the same as paid grading. Typically, apprentices are associated with a first-year or a second-year freshman or sophomore level course. Apprentices are typically expected to attend class and assist in the classroom and may do educational activities like assisting in designing assignments, helping to facilitate classroom activities or class discussions, and being available for do a limited amount of lecturing and leading of discussion, assist in making up and evaluating written assignments, and are available for individual consultation with students. The instructor of record regular or "master" teacher is responsible~~

for assigning all grades given in the course. The duties performed by undergraduate apprentices ~~teachers~~ must in no way be confused with those performed by graduate teaching assistants. **Also, under no circumstances should any undergraduate apprentices be assigning grades for any course or any portion of a course.**

To participate in the apprentice teaching program a student must be a junior or senior, must have an overall cumulative grade-point average of 2.80, and either:

3. a) must have completed, with a 3.3 grade average, at least two courses in the field in which the apprentice teaching is done, and b) must have previously taken for credit a course equivalent to the course in which the apprentice teaching will be done,
OR
4. must meet the written standards for apprentice teaching established by the department in which the course originates.

A student may roster for apprentice teaching only once each semester, only once for a given course, and only twice in their college career.

~~Students register for apprentice teaching by signing up for course number 300 (a number set aside in all departments for a one-to-four-credit course called "Apprentice Teaching").~~ **All Apprentice Teaching must be rostered as "Apprentice Teaching" and include a Memorandum of Understanding that is approved by the Chair of the department and Associate Dean in the respective college. Independent Studies or other courses shall not be used in place of Apprentice Teaching.**

~~Master teachers and apprentices must – normally, before pre-registration time – submit a written "contract" or agreement describing the duties the apprentices will perform and method of evaluation. Forms are available for this agreement in department offices and associate deans' offices of the college. These forms must be signed by both the apprentice and the master teacher, then submitted for approval to both the chairperson of the department in which the apprentice teaching will be done and to the associate dean of the student's college and attached to the registration form.~~

~~The provost shall appoint a central coordinator of apprentice teaching who, with a committee of representatives of the three undergraduate colleges, will oversee, evaluate, and report on the program periodically.~~

(3) ORIGINAL TEXT

3.14 Special Regulations

3.14.5 Special Undergraduate Course Opportunities

3.14.5.1 Apprentice Teaching

The apprentice-teaching program is limited to juniors and seniors who wish an opportunity to learn about teaching to do so under the guidance of an experienced professor. Typically apprentices are associated with a freshman- or sophomore-level course, do a limited amount of lecturing and leading of discussion, assist in making up and evaluating written assignments, and are available for individual consultation with students. The regular or "master" teacher is responsible for assigning all grades given in the course. The duties performed by undergraduate apprentice teachers must in no way be confused with those performed by graduate teaching assistants.

To participate in the apprentice teaching program a student must be a junior or senior, must have an overall cumulative grade-point average of 2.80, and either:

1. a) must have completed, with a 3.3 grade average, at least two courses in the field in which the apprentice teaching is done, and b) must have previously taken for credit a course equivalent to the course in which the apprentice teaching will be done,
OR
2. must meet the written standards for apprentice teaching established by the department in which the course originates.

A student may roster for apprentice teaching only once each semester, only once for a given course, and only twice in their college career.

Students register for apprentice teaching by signing up for course number 300 (a number set aside in all departments for a one-to-four- credit course called "Apprentice Teaching"). Master teachers and 104 apprentices must - normally, before pre-registration time - submit a written "contract" or agreement describing the duties the apprentices will perform and method of evaluation. Forms are available for this agreement in department offices and associate deans' offices of the college. These forms must be signed by both the apprentice and the master teacher, then submitted for approval to both the chairperson of the department in which the apprentice teaching will be done and to the associate dean of the student's college and attached to the registration form.

The provost shall appoint a central coordinator of apprentice teaching who, with a committee of representatives of the three undergraduate colleges, will oversee, evaluate, and report on the program periodically.

(4) EXPLANATION FOR NEEDED CHANGE

Please note that this revision originally stemmed from concerns around the use of independent studies for undergraduate grading and that this section of R&P is only applicable to apprentice teaching and not paid graders. It is known that CAS, COH, and COE are currently using apprentice teachers. Apprentice teachers do not receive any FERPA training, and therefore it may not be appropriate to have them grading other students' work. At a later date, we plan to survey department chairs to explore the use of undergraduate graders more broadly and to develop guidance around this.

(5) EXPLANATION FOR WHY CHANGE ADDRESSES ISSUE

The modified language clarifies the roles and duties of apprentice teaching, specifies that apprentice teaching is different from paid grading, and explicitly states that apprentice teachers cannot assign grades. The change also simplifies the language around students enrolling and participating in the apprentice teaching course, specifying that independent studies and other courses cannot be used for the purposes of apprentice teaching.

(6) PROPOSAL HISTORY

Fathima Wakeel, Chair, Education Policy Committee, final revision: 6 September 2024

Educational Policy Committee discussion of revision and vote: 29 August 2024

Faculty Senate second reading of previous draft and vote: 3 May 2024

Faculty Senate first reading of previous draft: 5 April 2024

Educational Policy Committee discussion of previous draft and vote: 28 March 2024

Educational Policy Committee discussion: 29 February 2024

Educational Policy Committee original discussion in response to faculty concerns around apprentice teachers grading and misuse of independent studies for apprentice teaching: 15 February 2024

(7) PROPOSED IMPLEMENTATION DATE

End of AY 24-25

(8) IMPACTS ON OTHER PARTS OF R&P

There should be no impacts on R&P numbering or cross referencing.