



**College of Literature, Science, and the Arts**  
**Request for a Graduate Student to Teach an Upper-Level Course**

Name of Graduate Student: \_\_\_\_\_ Uniquname: \_\_\_\_\_

Instructional Department: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Term:      Fall      Winter      Spring      Spring/Summer      Summer      Year \_\_\_\_\_

Faculty Course Supervisor: \_\_\_\_\_ Source of funds: \_\_\_\_\_  
(e.g. LISEC, LISUP)

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Graduate Student Print Name

*This graduate student is a candidate in good academic standing in the Department/Program of \_\_\_\_\_ and as the dissertation advisor and graduate chair of the department, we approve of this request to teach an upper-level course, and confirm that it should not lengthen the graduate student's time to degree.*

\_\_\_\_\_  
Dissertation Advisor Signature

\_\_\_\_\_  
Dissertation Advisor Print Name

\_\_\_\_\_  
Graduate Chair Signature

\_\_\_\_\_  
Graduate Chair Print Name

*I agree to act as the faculty supervisor for this course, and also agree to be available to its students should questions or concerns arise about the conduct of the course.*

\_\_\_\_\_  
Faculty Course Supervisor Signature

\_\_\_\_\_  
Supervisor Print Name

**The following experiences should be completed prior to submitting this request. *The graduate student should indicate how each has been satisfied, indicating titles of workshops/courses/programs and dates of attendance for each. For Part D, Please include the 2- page teaching philosophy and the syllabus along with this request form.***

**A. Orientation to teaching & learning**

Successful completion of one of the following:

1. Completion of at least eight hours of departmentally-based GSI training which must include sessions on practice teaching and a classroom climate (frequently offered as a 1-credit 993 course within the department)
2. Successful completion of the ELI 994<sup>1</sup> Course (*also satisfies Requirement B*)
3. Attendance at an entire CRLT Graduate Student Instructor (GSI) Teaching Orientation.

**Please indicate how you fulfilled this and provide dates:**

**B. Pedagogy**

Successful completion of one of the following:

1. U-M course on college teaching:<sup>2</sup> Possibilities include: ENGR 580, ROMLING 528, BA 830 & 831, PIBS 505, ED 790, ED 737, HIST 812, PSYCH 958, MUICOL 509, or ELI 994<sup>1</sup> (*ELI 994 also satisfies Requirement A*).
2. Attendance at five CRLT, department or disciplinary workshops on teaching methods, including one on multicultural, inclusive teaching practices; or on instructional technology.<sup>3</sup>
3. Completion of either the Rackham-CRLT program May Preparing Future Faculty Seminar, OR Training for Multicultural Classroom Facilitation.

**Please indicate how you fulfilled this and provide dates:**

**C. Instructional practice**

1. Completion of two terms of teaching at U-M that includes direct contact with students in a classroom, studio, lab or equivalent setting. Teaching must be verifiable by a course supervisor or GSI supervisor. Positions involving only grading and/or office hours will not fulfill this requirement.

**AND**

2. One of the following consultations on teaching at U-M:
  - a) Midterm Student Feedback
  - b) classroom observation
  - c) classroom videotaping
  - d) consultation on student ratings.<sup>4</sup>

**Please indicate how you fulfilled this and provide dates:**

**D. Mentorship on teaching and developing a teaching philosophy**

Participation with a faculty mentor in the design of a course, including the preparation of a syllabus, instruction materials, and assignments.<sup>5</sup> The GSI should meet with the mentor at least twice. The GSI must also complete a 2-page statement of teaching philosophy, illustrating in particular how it applies to the course the GSI has designed. Please include the 2- page teaching philosophy and the syllabus along with this request form.

**Please indicate how you fulfilled this and provide dates:**

**E. For Upper Level Writing Requirement (ULWR)<sup>6</sup> courses, these additional requirements are needed:**

1. Completion of SWC 993
2. At least one successful term as GSI in a ULWR course

**Continued on next page....**

**Please indicate how you fulfilled this and provide dates:**

***Please submit requests to:***  
***LSA Undergraduate and Graduate Education***  
***[lsa-gs-teaching@umich.edu](mailto:lsa-gs-teaching@umich.edu)***  
**Please see Program Description document for deadlines**

**Notes:**

1 ELI 994 is a course for students whose undergraduate degree was not conducted exclusively in English. Other graduate students may attend on a "space permitting" basis. The course is offered in the Winter semester and, in an intensive version, in August, limited to new, first-term prospective GSIs.

2 "Successful completion" is defined as a B grade or better or a "Satisfactory (S)" grade in a pass/fail course. One-credit courses on teaching, such as 993 courses, do NOT satisfy Requirement B, but may satisfy Requirement A (see criteria above). It is recommended that courses include appropriate modules on multicultural teaching and learning and instructional technology.

3 Workshops focusing only on basic functionality of hardware or software rather than applications for teaching and learning do not satisfy the instructional technology requirement. Sessions at the October Preparing Future Faculty Conference do not satisfy requirement B2, with the exception of the workshop "Preparing Your Teaching Philosophy Statement".

4 Consultations may be provided by a CRLT-trained consultant OR faculty member OR Graduate Student Mentor from the discipline of the GSI appointment.

5 The GSI should perform the majority of the preparation, with the faculty mentor providing guidance.

6 Upper Level Writing Requirement courses must be approved by the Sweetland Writing Center.

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