

Graduate Student Instructors (GSIs) Teaching in Upper-Level Courses in LSA

Effective Date: The program will begin September, 2009 for courses taught Fall, 2009 going forward. This program will have an initial assessment at the end of the first year and a more thorough evaluation after three years.

Program Outline: This program will allow a limited number of Graduate Student Instructors (GSIs) to plan and teach courses above the 200 level as the instructor of record.

This is a voluntary program and not a requirement for departments. The program will allow a limited number of graduate students to teach an existing regular or “special topics” course, or develop a course that might fulfill a “special topics” course designation. The basis for selection for potential GSIs is outlined below. Satisfying the requirements does not guarantee selection for a teaching position.

LSA Undergraduate and Graduate Education will maintain a list of available slots in each unit, as well as keep track of the graduate students who take advantage of the opportunity.

Term III teaching will also fall under this program, and GSIs must fulfill the same requirements for Term III courses.

It is anticipated that upper level instruction will be funded predominately from the appointing unit’s GSI allocation or with funds from the unit’s supplementary instruction budget. However, reallocations within the units existing GSI allocation must not reduce student access to lower level introductory or gateway courses. Teaching replacement funds or incremental funding from the College may also be available, depending on the circumstances of the appointment and the availability of funds.

Parameters of the program:

The number of GSIs for upper level (UL) courses permitted annually to a unit is determined by the number of upper level sections taught by the unit. Section size varies greatly across the College’s units. To account for the great variation in section size across the College’s units and equitably distribute the GSI quota, the number of ‘equivalent sections’ is calculated by dividing the total student UL enrollment by the College’s average UL section size. The unit quota is either 4% of the equivalent number of UL sections (rounded to integer), or one (1) GSI slot, whichever is greater.

Effective Term III of 2010 and beyond, upper-level courses taught by GSIs in Term III must follow the same application procedure and GSIs must fulfill the requirements outlined in this program. Courses taught in Term III are not subject to the 4% restriction and do not count against the allocations in Terms I and II.

Benefits: The benefit to the graduate students is to allow them to plan courses from start to finish, which will better prepare them as future faculty and give them an advantage on the job market. The benefit to the department is the expansion and flexibility of its curricular offerings, as well as the opportunity to plan for instructor absences. Benefits to undergraduate students can include the cutting-edge knowledge that current doctoral students can bring to the classroom when they are teaching special topics courses in the area of their research.

Requirements:

- Eligible classes are sections of a 3 or 4 hour course for which the GSI would receive up to a .50 appointment.
- The GSI must have achieved candidacy.
- This course should be the only employment of that GSI for the semester.
- No other instructor, faculty or GSI should receive teaching credit for that same class during that term. Any other arrangement must be approved by the Associate Dean for Undergraduate and Graduate Education prior to the semester for which it is sought.
- A GSI teaching a course under this program must have a midterm feedback session.
- The teaching of an upper level course should never result in GSIs reporting to other GSIs, or in GSIs grading other graduate students.
- A GSI will teach only one (1) upper-division class as lead instructor during his or her career as a graduate student at UM.
- The LSA Dean's Office will devise a standard selection of questions to be added to the E&E forms that assess each section taught by a GSI.
- Accompanying the request to have the GSI teach a course, a standard form should be submitted to the Associate Dean for Undergraduate and Graduate Education that consists of a signoff by both the GSI's advisor and the department's graduate coordinator that the teaching will not delay the GSI's progress toward the degree.
- The name of an appropriate tenured/tenure-track faculty member shall be listed on the course syllabus to whom students can turn if they need to discuss issues that arise in the course. Normally this would be the Associate Chair for Undergraduate Education. It is not the intent to undermine the authority of the instructor by listing such a contact, so no explanation should be given besides the name of the person as faculty contact. This can be in a form such as "Faculty contact: Professor (name, office address, phone, e-mail)" or "(department name) Associate Chair for Undergraduate Study: Professor (name, office address, phone, e-mail)."
- Departments that wish to offer this opportunity to their graduate students should give careful thought to the sort of course that a GSI could teach through this program that would be most

beneficial to the GSI's development as a future faculty member and future employability, rather than to the courses most difficult to get taught by regular faculty.

- Departments should develop an internal process for selecting students for this opportunity consistent with the UM-GEO agreement. Further, this program is not intended to modify the provisions of the UM-GEO agreement.
- Departments should develop a mentoring plan for the GSI.
- All course approval deadlines must be followed for newly created courses.
- Approval for the upper-level teaching request does not automatically imply approval of the course itself.
- An announcement should be distributed to all graduate students in your unit explaining this opportunity

Deadlines: There are no deadline dates for requests. Requests will be reviewed on an ongoing basis.

Request Forms: The "Request for a Graduate Student to Teach an Upper-Level Course" form is available on the Graduate Education website under "Policies." The form may be filled out online. After completing the form, please send supporting documentation to: lsa-gs-teaching@umich.edu or submit in campus mail to: Paula Hathaway, Manager of Graduate Education, 2212 LSA Building.

After review by the Dean's Office, responses to requests will be made within two weeks after all materials have been received. Students and departments will be notified of the decision.

Selection for an upper level (300/400) teaching assignment will be based on the completion of the following preparatory experiences:

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 994¹ Course (*also satisfies Requirement B*)
3. Attendance at an entire CRLT Graduate Student Instructor (GSI) Teaching Orientation.

B. Pedagogy

Successful completion of **one** of the following:

1. U-M course on college teaching:² Possibilities include: ENGR 580, ROMLING 528, BA 830 & 831, PIBS 505, ED 790, ED 737, HIST 812, PSYCH 958, MUICOL 509, or ELI 994¹ (*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.³
3. Completion of either the Rackham-CRLT program May Preparing Future Faculty Seminar, OR Training for Multicultural Classroom Facilitation.

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.⁴

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.⁵ 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 teaching philosophy and the syllabus with this request form.*

E. For Upper Level Writing Requirement (ULWR) courses⁶, these additional requirements are needed:

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

Please note: Graduate students who teach existing 300 & 400 level courses as replacement teaching, emergency teaching, etc. must also have the pedagogical training outlined above, to ensure consistent levels of instruction across all upper division courses. Departments should monitor the preparedness of any graduate student teaching in upper level courses consistent with Sections A,B,C, and E above, and a faculty member should be available to handle any disputes with grades or available for other oversight when necessary. Situations when a graduate student is filling in for a faculty member do not require review of the Upper Level Teaching Request Form by the Dean's Office. Positions falling into this category are expected to be posted as per the GEO contract. Please contact Paula Hathaway for more information (ptrail@umich.edu)

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.