



COLLEGE TEACHING INTERNSHIP CONTRACT  
School of Education  
EDUC 865

Section to be completed by Student

**STUDENT INFORMATION:**

Student Name: \_\_\_\_\_ PID: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Credit Hours Sought (1-3): \_\_\_\_\_

Program: \_\_\_\_\_

Semester Requested:  FALL  SPRING  SUMMER I  SUMMER II YEAR \_\_\_\_\_

Section to be completed by Student and Faculty Member

**FACULTY MEMBER INFORMATION:**

Faculty Member's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Faculty Member's Section #: \_\_\_\_\_ (See SOE Registrar if unsure)

**Check One:**

I have no more than 2 graduate students registered for EDUC 865 – College Teaching with me this semester.

I have more than 2 graduate students registered for EDUC 865 – College Teaching with me this semester.

The reason for the exception is (FILL IN): \_\_\_\_\_

**COURSE INFORMATION:**

Course Assignment for Teaching Assistant (i.e. EDUC 181): \_\_\_\_\_

**COURSE REQUIREMENTS.** This document is considered a contract between the instructor (advisor/sponsor) and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student. Students are expected to devote at least three hours work per week for each unit of credit (e.g., nine hours per week for three credit hours).

Please attach a separate document detailing the following information:

- a) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.). Include day/time of weekly or bi-weekly meetings.
- b) Readings (and due dates, if relevant)
- c) Written assignments (length and due dates, if relevant)
- d) Other assignments (please describe)
- e) Assessment/Grading Rubric (e.g., % of course grade based on each requirement)
- f) Describe the work plan (100 words maximum)

Student, Faculty, and Administrative signatures

**INSTRUCTOR OF RECORD AND STUDENT RESPONSIBILITIES:**

I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of faculty.

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of students.

Student \_\_\_\_\_ Date \_\_\_\_\_

**DEAN APPROVAL:**

This application for College Teaching Internship has been reviewed. The proposal is

- APPROVED AS IS
- REQUIRES MORE INFORMATION (provide details and return to instructor and student)
- NOT APPROVED (provide rationale) \_\_\_\_\_

\_\_\_\_\_  
Associate Dean for Academic Affairs

\_\_\_\_\_  
Date



**SOE REGISTRAR:**

The student has been enrolled in EDUC 865 College Teaching Internship in ConnectCarolina for the correct number of credit hours.

SOE Registrar \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Departments/Curricula must maintain a copy of this contract for a minimum of four years.