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)
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.