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**TEACHING ASSOCIATE INTERNSHIP (TAI) SYLLABUS**

***\*\*\*MUST BE COMPLETED BY FACULTY MEMBER SEEKING TAI\*\*\****

**Semester:**

**TAI Course Number:** XXXX 492

**Specific Course TAI will serve:**

**Instructor:**

A Teaching Associate Intern (TAI) works with students in a specific course to provide support for the faculty member in charge and to aid in facilitating learning amongst the students in the course. The intern will gain a wealth of experience; the contributing faculty member will receive valuable feedback on assignments and delivery from their TAI. Students enrolled in the course benefit from having a peer mentor as well as an additional resource in their course.

Major responsibility for a class shall not be given to a TAI. The teaching associate works under the supervision of an experienced faculty member. In consultation with the supervisor, the teaching associate works to gain instructional skills as well as to enhance his/her grasp of the essentials of the academic discipline and the role and responsibilities of a faculty member.

Brief course description:

How would a TAI benefit the course?

Specifically, what do you see as the most important function of the TAI in the course?

In your opinion, what is the most important quality a TAI should possess?

**Materials:**

Books for the course should be purchased by the TAI.

**Additional materials for class should be determined by faculty-member and TAI. Please list any additional materials needed below (if none, please write N/A):**

**Learning outcomes:**

1. TAIs will be able to apply effective oral and written communication skills obtained during training to articulate course content and applications with students enrolled in the course.
2. TAIs will be able to lead and organize effective group review sessions or discussions.
3. TAIs will be able to demonstrate a basic understanding of effective teaching practices.
4. TAIs will be able to gain a deeper understanding of the course content.

**Qualifications for Teaching Associate Interns (TAIs must possess *all* of these qualifications):**

1. Successful completion of the course for which they are assisting (earning at least a B+) and maintain a minimum cumulative GPA of 3.0
2. Strong knowledge of and confidence in the subject matter
3. Possess a desire to help other students
4. Friendly and positive attitude
5. Punctuality and organization

**TAI Basic Required Responsibilities:**

* Attend *all* TAI training sessions
* Attend each class
* Hold office hours or review sessions outside of class on a weekly basis
* Be punctual and prepared for each class
* Share own successful learning and academic skills
* Conduct oneself with appropriate professionalism as a liaison of Nichols College
* Uphold the Nichols College Academic Honesty Policy
* Check Nichols email regularly and reply to office correspondence in a timely manner
* Record work hours and submit twice per month
* Meet with faculty member regularly
* **Confidentiality:** Each TAI must sign a standard of confidentiality regarding student grades and information that the TAI may learn via course discussions, blogs, essays, etc. (attached)
* **Academic Integrity:** Each TAI must sign acknowledging they’ve read and understand Nichols College’s Academic Honesty Policy (attached)

Additional responsibilities when applicable ***(every TAI should complete at least some of the following during the semester; please indicate which are applicable to the TAI for this particular course***):

Design class activities on occasion

Design lesson plans on occasion

Lead class discussions on occasion

Provide feedback on student work

* + If so, please indicate how the TAI is expected to provide feedback:

Take class attendance

Design and deliver content notes

Provide formal written examples

Act as contact person specific to review questions

Additional responsibilities:

**TAI Non-responsibilities:**

* Grading/evaluating students
* Acting as the only or primary source of contact for the course
* Addressing plagiarism/academic integrity issues
* Taking class notes
* Addressing major class behavioral issues
* Substituting for an instructor when s/he cannot attend class

**Faculty-member Responsibilities:**

* Complete the standard evaluation form at the end of the semester
* Conduct at least one observation and complete one of the standard observation forms
* Perform all grading
* Address TAI concerns in a timely manner
* Meet weekly with the TAI
* Provide feedback to the TAI multiple times throughout the semester
* Communicate expectations clearly
* Assist TAI with completing new tasks for the first time (i.e. preparation for 1st class discussion)
* Curriculum planning/pacing
* Address whole class concerns (i.e. a student who is consistently disruptive)

**Internship Evaluation/Grading:**

10% Attendance and participation at TAI training

20% Final project (described below)

70% Evaluation completed by cooperating faculty-member (standard evaluation form, in-class   
 observations, discussions, student surveys)

**Final Project Description:**

At the end of the semester, all TAIs must complete a reflection of their experience. This reflection should be a single written piece, then uploaded to the TAI blog and finally, each TAI will be required to respond to at least two other reflections.

The reflections should be posted to the blog two weeks prior to the end of the semester so that all TAIs have adequate time to read and respond to others (all reflections and replies must be complete by the end of classes)**. The blog’s address is: NicholsTAI.wordpress.com**; each TAI should “Leave a reply” on the post “TAI Reflections (Semester and Year)” with their complete reflection. Then, TAIs can “reply” to two other reflections. This process will be covered thoroughly in training session #2.

The reflection should include:

1. An analysis of your overall experience as a TAI. This should include both what you found to be the positive and negative aspects and any advice you’d give to future TAIs.
2. Some evidence that you made some impact on student growth in the course including descriptions of your main duties and how they impacted students.
3. A reflection on 1-2 of the learning outcomes (see page 2) and how you feel you achieved them.

10% of your TAI course grade will be composed of attending the training sessions and completing the reflection project (including the responses to two other reflections).